

# CHOIR ASSESSMENT REMINDERS

1. Festival will be held at Lake Charles Boston Academy of Learning (1509 Enterprise Boulevard.)
2. **BE ON TIME:** If you are late, you throw the whole schedule behind. **If you cause the festival to get behind 10 minutes or more, your school's rating will be lowered.**
3. **WARM-UP time is not a rehearsal.** Getting on and off of the risers is part of warm-up!!!! Even if you have a large group you have to take that into consideration. Discuss this with your students so they will get in their places quickly. Have places assigned before you get in warm-up. **There will be a five minute break between warm-up and performance to walk from the library to the stage. The library is located next to the festival office.**  
**Line your students up from north to south along the east wall so that the hall is accessible to traffic. DO NOT LINE YOUR STUDENTS UP IN THE MIDDLE HALL IN PERFORMANCE ROWS.** We must keep this area open as regular LCBA students enter and depart from this area and choirs move to SR. Your cooperation in this matter is deeply appreciated.
4. **BUS DROP OFF** is on the **South Side** of the school in the circle drive on 7<sup>th</sup> Street. **The front circle is not for our use because regular scheduled buses park there.** You can enter the facility through the doors to the Science Wing, go across the hall to the breeze way to the main building.
5. **BUS PARKING** will be in the stadium parking lot on First Avenue. Buses **cannot** park on the school campus. Please call your bus driver **when you are ready to load** the buses so others are not delayed. **Your cooperation will help to prevent problems with arrivals and departures.**
6. **FESTIVAL OFFICE** will be in the conference room adjacent the library.
7. **When you arrive,** report to the festival office with 3 copies of each selection you are performing. No copied music can be performed without permission from the publisher. **Remember to** number the measures of your selections and **identify the music as belonging to your school.**
8. Students can listen to other choirs prior to and after their performance if the director so chooses. **If you listen before, plan ahead to insure that you are not late for warm-up.**
9. **Tell your students their rating** on the bus away from the school. **The cheers of jubilation can be heard inside** the building (Yes, we can hear all the way to the

conference room) where the choirs are performing, warming up, and sight-reading. Please be considerate of your colleagues. **THERE ARE CLASSES BEING HELD IN THE SCIENCE WING. PLEASE, PLEASE, DO NOT TELL RATING UNTIL YOU HAVE LEFT THE SCHOOL SITE.**

10. **STUDENTS MUST BE SUPERVISED IN THE AUDITORIUM.** If you have more than one group make arrangements for another adult to help you. **We continue to have interruptions from students choosing to enter and leave during stage performances as well as talking loudly on their phones. Consider how you would feel if it happened to you.**
11. Students **will not have** the freedom of moving around the campus.
12. Vending machines are off limits to the choir students. Food and drinks **are not allowed** in the auditorium. **Please-----** tell your students not to bring drinks or treats in their backpacks (please emphasize how important this matter is with your students).
13. **STUDENTS MUST ARRIVE DRESSED IN THEIR CHOIR UNIFORMS. We do not have enough restroom facilities for students to change clothes on site. This rule is for all choirs.**
14. **RESTROOMS ARE NOT FOR CHANGING CLOTHES.** Again we have to be considerate of others. If your students are changing clothes in the restrooms, it prevents others from using the facilities. Students should be prepared to stay in their choir uniforms for the day if they remain at LCBA for the day.
15. Instruct your students in **good and appropriate concert manners.** Help them understand that this performance is different from a Country-Western, Rock Concert, or watching DVD's. They need to be aware that each choir is being recorded is taking place and the least sound can be heard. **Please tell your students over and over that they are not enter or exit during a choir's performance. Directors can hear students talking as they enter or leave the auditorium. Texting can also be heard.**
16. Ratings and music will be picked up in the Festival Office. Don't forget your performance CD and flashdrive.

17. **Place your students in order for sight-reading prior to entering the sight-reading room.** You only have 20 minutes in SR. This includes everything you do. You may find yourself not able to complete your sight-reading. You have 8 minutes for preparation which leaves 7 minutes for entering, reading, and exiting. You have to think this way to prevent the sight-reading process from getting 30 minutes behind. Everyone who takes an extra minute or two causes the process to fall behind. You have to think of the total picture. Last year we had choirs waiting in the halls for a long time. We have added an additional five minutes between performance and sight-reading to try to prevent having sight-reading backup.

**This does not mean you have an extra five minutes on sight-reading.**

- 18.. **There will 7 rows with 16 chairs in each in the choir room. There are 6 steps plus 1 row on the floor.**
19. If you choose to allow parents in the sight-reading room, they must stand at the front of the room (along the West wall by the white board). They cannot gather around the judge.
20. Communicate to your students, principal, parents, grandparents, etc. that there will be available parking at the stadium on First Avenue. The circle drive is closed to festival attendees in order not to interfere with regular school activities.
21. Remember that we are guests of LCBA and need to work together to leave them with positive thoughts of us.
22. **Festival Office** – Conference Room next to Library - Directors Only
23. **Warm-up** –Library next to Festival Office---Line students up along the outside east wall north to south. The risers in the warm-up room will be facing south. If the weather is good, we will exit the library via the back door to the entrance to the stage. If the weather is not good, we will exit the library into the hall and go to the North Hall way and turn right and go to the stage. This means the student to your left (as you face the group) on the top row will lead the way as we enter from the south side of the stage and exit to the north.
24. **Performance** – Auditorium Stage - Enter from the South Side and exit the North Side. Proceed to Sight-reading by walking down the hall in front of the library to the breeze way and take a left onto the outside sidewalk to the Science wing. Walk through both set of double doors, turn left to Choir Room. If it is raining, cross the breeze way to continue to the Science Wing, turn left in the Science Wing and continue to the water fountains, turn right to the double doors, exit the doors, and turn left to enter the choir room.

25. **Sight-reading** – Choir Room - Exit stage on the North Side and travel hall to foyer  
Proceed down hall to breeze way - Turn left at the double glass doors and follow the  
Side walk to the glass double doors, cross over the hall to the next set of double  
Doors - turn left (outside) - choir room will be first door on the left. In case of rain,  
we will use the breeze way and hallway of Science Wing.
26. **REMEMBER:** We must be extra quite in the Science Wing as classes  
are being taught there. Do not allow your students to use the restrooms in this  
area. There cannot be talking in the hallway.