

April 12, 2019

Colleagues,

Below is information regarding the State Choral Festival at Lipscomb University on Wednesday and Thursday, April 24-25.

A map of the Lipscomb campus is attached. Buses should unload students in front of the Burton Health Sciences Building (#36 on the map) off Belmont Boulevard. Please enter the U-shaped driveway from the South, and exit from the North. After unloading, buses should exit the driveway, turn right, and proceed to the Stokes parking lot (P4 on the map). If this parking lot is full, proceed to the parking lot at the football field (P3 on the map).

After unloading, walk past the McMeen Building (and the Bison statue) to Collins Alumni Auditorium. Students must wait on the steps while directors register. Students may enter the auditorium and take a seat between choirs after the director has registered. Please be certain that you have paid your participation fees. Choirs with unpaid balances will not be permitted to perform. The foyer in front of the auditorium will be needed for registration, moving to warm up, etc., and no one will be allowed to wait there. Choirs should already be in their performance attire before arriving, as there are no convenient changing facilities on the premises. Bathrooms and water fountains are located on the floor below the auditorium; stairs are near the front entrance.

Plan to register at least 30 minutes prior to your performance time. Choirs will be able to enter the warm up area approximately 15 minutes before their performance. There will be a digital keyboard in the warm up area.

When it's time for you to go to the warm up room, the student announcer in the auditorium will call your group. Please exit the auditorium quickly and quietly. Your choir will be escorted to one of the two warm up areas. As you move through the hallways outside the auditorium, please keep the noise level down as other choirs will be performing.

You are guaranteed 10 minutes in the warm up area. When you are called to go to the stage, you must go immediately. In fairness to all and to keep on schedule, we must not fall behind. If you are bringing multiple choirs, please consider each ensemble's warm up and performance time.

You will enter the performance area on the stage right side. Seven sets of risers with a fourth step will be available. When finished performing, you will exit the stage on the opposite side (stage left) and either be seated immediately in the auditorium to listen to the next choir(s) OR exit the auditorium. If you and your choir do choose to exit the

auditorium, you will not be allowed to come back inside the performance area until a new choir takes the stage. In that case, you must enter through the front doors of Collins.

Reminders:

- Three (3) copies of each piece of music, measures numbered, will be turned in at registration. Illegally photocopied music will not be allowed.
- Talk to your students about appropriate concert etiquette. No electronic devices of any kind should be on during a performance. No talking, or coming and going between songs. Students should be supervised, and anyone misbehaving will be asked to leave the auditorium. Everyone deserves an excellent concert atmosphere.
- Do not allow your students to bring backpacks, purses, or anything else they will not need for your performance off your bus. These items cannot be left in the warm up room, at the registration desk, or on the edge of the stage.

I look forward to welcoming your groups to the ACDA State Choral Festival. Please contact me if you have any questions.

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