



**A Cappella Singers
One University Park Drive
Nashville, Tennessee 37204-3951**

Colleagues,

Below is information regarding the State Choral Festival at Lipscomb University on Thursday, April 28th. Thanks to those who sent fees with your registration.

A map of the Lipscomb campus is attached. Buses should unload students in front of the Burton Health Sciences Building (#19 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 Stokes Middle School (on Belmont Boulevard, just past the traffic light for parking).

Several of my choir students will be helping to run the festival. They'll be wearing purple Lipscomb Choral Department polo shirts. One of these students will meet your bus and guide you to the registration area. They will lead your choir to the warm up area at your time, be available while you're warming up, and lead you to and from the performance area. After your performance, they will lead you to the area designated for taking pictures. Please feel free to ask them questions, and for any help you may need.

Just in case a student doesn't meet you, here are instructions for getting to the registration area: After unloading, walk past the McMeen Building (and the Bison statue) to Collins Alumni Auditorium and wait on the steps while directors register. Students may enter the auditorium and take a seat between choirs after the director has registered. 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. The warm-up room is adjacent to the performance auditorium, and will be easily accessible. Choirs should already be in their performance attire before arriving, as there are no 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 arrive at least 30 minutes prior to your performance time to register. However, since there is only one warm-up room available, your choir will not be able to enter that area until approximately 15 minutes before your performance. There will be a digital keyboard in the warm up area. There will not be risers 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 do not line your group up in the hall outside the

warm up area. This should eliminate a traffic jam in a very narrow hallway between performance and warm up areas, and keep the noise level down during performances.

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 director's right hand side. Risers with fourth step will be available. When finished performing, you will exit through the same door you entered, go down the stairs and outside. If your choir wants to come back inside, students will need to come back to the front entrance of Collins, and enter between choirs.

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 cell phones, i-pods, etc. No talking, or coming and going during performances. Students should be supervised, and anyone misbehaving will be asked to leave the auditorium. Everyone deserves an excellent concert atmosphere.

If you haven't sent your repertoire, or have decided to make a change, please email ASAP so I can have the rep list available.

I'm eager to have each of you and your groups on campus. Please let me know if you have any questions.

Gary P. Wilson, D.M.A.
Director of Choral Activities
Professor of Music
Lipscomb University
One University Park Drive
Nashville, TN 37204-3951
off: 615.966.5750
cell: 615.796.0752
fax: 615.966.7620
gary.wilson@lipscomb.edu

Campus Directions - <http://www.lipscomb.edu/page.asp?SID=&Page=197>