



April 5, 2017

*Please read the information below to help answer any questions you may have  
BEFORE you call Fine Arts*

### **PERSONAL BELONGINGS**

- Remind your students not to bring any personal belongings. Neither EPISD, Fine Arts, nor Coronado HS are responsible for lost/stolen items!!!
- Do not leave cases on the bus!!!!

### **FLOW CHART**

- Arrive at auditorium
- Drop off cases
- Warm up in **ORCHESTRA ROOM**
- Perform on **STAGE**
- Sightread in **BAND ROOM**
- Pick up cases
- Proceed to auditorium, or load buses
- \*Subject to change due to weather/conditions beyond our control; please be flexible\*

### **BUSS DROP OFF/ENTRANCE**

- Remind your bus driver(s) to drop off in front of the auditorium
- If you arrive early, your guide will lead you to the auditorium to hear other groups

### **ELIGIBILITY VERIFICATION FORM/SCORES/STAGE SET-UP CHARTS**

- Hand Eligibility Verification Form (include Student Roster), Scores and TWO copies of Stage Set-up Charts to your guide
- THREE Original Scores are required for each selection
- \*Provide receipts for ALL THREE electronic scores\*
- Ensure that measures in ALL Scores are numbered
- Place each SET of scores in THREE SEPARATE FOLDERS. Identify each folder with your ENSEMBLE'S NAME

### **CASES**

- Drop off in assigned room
- A designated student monitor or adult will supervise this area throughout the event

### **WARM-UP (ORCHESTRA ROOM)**

- Please adhere to the schedule and begin warm up at your designated time
- Remind your students NOT to play in the hallway
- Groups scheduled to perform at the beginning of each day will warm up on stage, Please remind your students that there will be a five minute wait period before performance begins

## **PERFORMANCE**

-Transition to **STAGE**

## **SIGHT-READ**

-Guide will escort you to the **BAND ROOM** for sight-reading

-Directors will have **THREE** minutes to review score prior to beginning sight reading process. This review will take place while the sight-reading folders are passed out to your students

## **EXIT**

-Groups will exit opposite doors located near black top

-Proceed to Dressing Rooms to pick up cases

-Head to front of Auditorium for bus pick up, or enter Auditorium to hear other groups. Please plan accordingly (snacks/water/lunch) if you are scheduled to be picked up after 4:30PM

## **RATINGS/JUDGES COMMENTS/RECORDINGS/SCORES**

-Will be **WITHHELD** if Eligibility Verification Form is not turned in

-Will be ready 30 minutes after you finish Sightreading, if not sooner

-Pick up packets **BEFORE** you leave

## **PERCUSSION EQUIPMENT**

-Large percussion equipment such as timpani, bass drum, chimes, bells, xylophone, marimba and gong will be provided.

**-Bring your own snare(s), mallets, cymbals and small percussion equipment**

**\*Please ensure that your students do not take any percussion accessories/equipment that DOES NOT belong to your campus. There have been SEVERAL instances in the past where percussion items have been "lost." Your ATTENTION to this matter is sincerely appreciated\***

## **SOUND SYSTEM**

Miguel Parra will provide assistance