



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