



Choral Festival INFORMATION and PROCEDURES SHEET

FOR CHORAL DIRECTORS:

Welcome to this year's Choral Festival, housed at the Cultural Arts Center of Dothan, 909 S. Saint Andrews Street, Dothan, AL. All activities will be under one roof making your performance and attendance easier to facilitate! The CULTURAL ARTS CENTER can hold all our choirs and their chaperones and attendees in case you want to spend your day watching others perform. **We will be able to use the entire building for warm up and dressing while show performance will be in our Auditorium. Seating will be on seated risers which gives you a great view of the stage.**

A little INFORMATION FOR YOU TO PLAN WITH:

1. **All choirs need to come dressed, if possible, on the bus for performance. If you have a special need regarding dressing, please contact us:** ann@theculturalartscenter.org. Bathrooms are on the left and right hand hallway for changing after performance, we just ask that all items belonging to students be labeled with their names. We can assign changing rooms if need be, just let us know.
2. **Do you have any handicapped students coming? If so, email us** and let us know if they are in a wheelchair, using crutches, walker or other device: ann@theculturalartscenter.org. THIS QUESTION IS ON YOUR REGISTRATION FORM TO HELP US WITH PLANNING.
3. **Be sure to allow enough drive time to arrive at least 50 minutes BEFORE your performance time.** Upon arrival by bus, a bus attendant will take the Choral Director and Accompanist to the Registration Area in the CAC Lobby. Choral Students will be taken to bathrooms for a bathroom break and then seated in the arena area or taken straight to warm up depending on performance time. Choral Directors and Accompanists will be joined with students when registration ends. **BE SURE YOUR BUS LEAVING TIME ALLOWS FOR THIS 50 MINUTE PROCESS.**
4. **AS YOUR BUS IS PARKING, YOUR CHORAL DIRECTOR, ACCOMPANIST, AND CHOIR WILL ALL ENTER THE HANDICAPPED DOOR FOR REGISTRATION AND BATHROOM BREAK/CHANGING. REGISTRATION IS IN THE LOBBY AREA OF THE BUILDING.**
5. **AT THE REGISTRATION DESK:**
 - a. Your Choral Director, Accompanist and Choir must arrive as a group to register. We will be turning in your 3 copies of sheet music with measures marked and CD's/Jump Drives/ at the registration desk.
 - b. **Choral Directors remember to bring one copy of your sheet music marked for Soloists. Be sure to mark measures on all copies of music BEFORE you arrive at registration.**
 - c. **Choral Directors for show choirs you need to be able to show us a copy of your receipt for music purchased, but no sheet music is necessary.**

6. **An Option for you this year, designed to make your life easier, you will be able to EMAIL US A .WAV FILE OR .MP3 FILE OF YOUR CHORAL MUSIC IF YOU ARE NOT BRINGING AN ACCOMPANIST.** You may also bring jump drive or CD; be sure your school's name and Choral Director's name is on the CD. Make sure the Jump Drive is also labeled in some way so we can return that to you. **WHEN YOU EMAIL US YOUR .WAV OR .MP3 FILE, BE SURE YOU TELL US THE SCHOOL'S NAME, CHOIR NAME, NAME OF THE PIECE, AND CHORAL DIRECTORS NAME SO WE CAN PUT THIS IN SHOW ORDER TO BE PLAYED ON STAGE AT THE TIME OF YOUR PERFORMANCE.** If you make us hunt you down for this, you may find you have no music at the time of your performance.
 - a. **BRING A SEPARATE CD for your warm-up** as we will have CD players in the warmup rooms but no technical equipment to play the MP3/WAVE files or jump drives. In other words, even if you brought your laptop we will not have speakers separate from the ones with the CD players.
 - b. **It is an EXCELLENT IDEA to BRING A JUMP DRIVE with your music on it** in case of technical malfunctions!!
7. **BE SURE YOUR CHORAL MEMBERS, DIRECTORS, ACCOMPANISTS and INSTRUMENTALISTS ARE WEARING THEIR ARMBANDS AS THEY ENTER THE CIVIC CENTER.** Without it, they will be paying to enter the Auditorium to perform. There will be Greeters at the door to check for armbands and ticket can be purchased at the Box Office located in the lobby.
8. **PARENTS AND CHAPERONES MUST BUY A TICKET.** Tickets can be added to the school invoice if you choose to pay for them with school fees, or there will be a JotForm link for the parents to buy tickets in advance and we will give the Choral Director tickets in an envelope upon their arrival. For those that don't want to order them early, there will be a ticket booth in the lobby for ticket sales and someone at the door to take your tickets. **PARENT, GUEST & CHAPERONE TICKETS GO ON SALE ONLINE OCTOBER 1, 2026.**
9. **Once you have completed your performance and are ready to "DRESS DOWN",** notify one of the Choir Attendants to escort you to the bathrooms as a group to change, and then to your bus for leaving or to the CAC auditorium to rejoin and watch the other choirs perform. Take all your stuff back to the bus before entering auditorium again.
10. **CHORAL DIRECTORS BE SURE THAT THEY PICK UP ALL THEIR BELONGINGS IN THESE BATHROOMS.** Someone will come behind you to collect what we find and if we cannot connect with your group before you leave, then we will compile a list and pictures of all things left behind and send them out to choirs who participated that day for possible identification. We will then mail the items to you.
11. **If you are planning to arrive much earlier than your performance time to watch other choirs, let us know when you fill out your registration form** so we can seat you and know where you are when it comes time for your warmup. **Just write in this information in the margins and we will see it.**
12. **THIS YEAR'S REGISTRATION FORM IS PDF fillable** so no more printing off the forms, filling them out and then scanning them. You should be able to fill out your form as you see it , save it, and send it to me by email!!!

FEEDING STUDENTS BEFORE/AFTER PERFORMANCE:

If you are planning to FEED YOUR STUDENTS DURING LUNCH BREAKS, you might be interested in the list of fast food offerings that will be delivered to your site or you can go to their site to eat and return. Check the food sheet for offerings that are close to the Cultural Arts Center. Remember, no food or drinks can be brought into the Cultural Arts Center. NOTE that we are limited in providing tables and chairs for all to sit at and end during

the lunch breaks. Most of our larger rooms are set up for warm up rooms with space for large choirs to rehearse. Tables and chairs in those areas would get in their way.



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FOR ACCOMPANISTS:

1. There will be a full-size grand piano with a bench in front of the stage for you to play!!! There will also be the option of a full size keyboard on an electric piano located on stage for you to play. Let us know which you would like.
2. For those with additional accompanists like guitar, small drums, stringed instruments, etc. we will provide you with chairs and music stands for you in the wings. Please let the stagehands know where you need these placed. Be sure to note this on your registration form.
3. There will be full-size electronic keyboards with benches in the warmup rooms along with CD Players for warm up. Be sure to take your music with you to these areas as well. We cannot provide you with a laptop or other electronic device with speakers to play .MP3 files, .WAV files or your phone.