



Choral Festival INFORMATION and PROCEDURES SHEET!

FOR CHORAL DIRECTORS:

This year we will be holding the entire festival at THE CULTURAL ARTS CENTER rather than the Dothan Opera House or Civic Center due to renovations and changes in fee structures. Therefore, there will be new procedures you must be aware of as you are planning for this competition. 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 Cultural Arts Center building and show performance will be in our Auditorium with warm up room throughout the center, and dressing rooms assigned for choirs to change. Seating will only be on on the 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 as well 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.**
 - a. Your Choral Director,** Accompanist and Choir must arrive as a group to register. YOU 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 3 COPIES of your SHEET MUSIC for Choirs and one copy for Soloists. Be sure to mark measures on all copies of music BEFORE you arrive at registration.** Show choirs just need to show us a copy of your receipt for music purchased, but no sheet music is necessary.



- c. As we did last year and 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 ONSTAGE 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.
 - d. **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 would not have speakers separate from the ones with the CD players.
 - e. **It is an EXCELLENT IDEA to BRING A JUMP DRIVE with your music on it** in case of technical malfunctions!!
5. **BE SURE YOUR CHORAL MEMBERS, DIRECTORS, ACCOMPANISTS and INSTRUMENTALISTS ARE WEARING THEIR ARMBANDS AS THEY ENTER THE CULTURAL ARTS CENTER.** Without it, they will be paying to enter to perform. There will be VOLUNTEERS at the door to check for armbands and tickets.
 6. **PARENTS AND CHAPERONES MUST BUY A TICKET.** Tickets are sold at the box office of the Cultural Arts Center. No tickets are available online. Seating is general admission, nothing reserved or held.
 7. **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, or to the changing room #104 we will have available for you. And then to your bus for leaving or to the Auditorium to rejoin and watch the other choirs perform. Take all your stuff back to the bus before entering the center again.
 8. **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.
 9. **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.**
 10. **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!!! ann@theculturalartscenter.org.
 11. **There is no concession area at the Cultural Arts Center.** You may bring drinks on your bus and leave them on the bus for students to go to once they have performed.

FEEDING STUDENTS BEFORE/AFTER PERFORMANCE:

If you are planning to FEED YOUR STUDENTS DURING LUNCH BREAKS, you might be interested in the attached list of fast-food offerings that will deliver 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 as in downtown venues. Remember, no food or drinks can be brought into the Cultural Arts Center. **However, with advance notice** that you are having food delivered, we can set up tables under our awnings for students to eat there before boarding a bus to leave.



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FOR ACCOMPANISTS:

1. There will be a full size electric keyboard with a bench on stage for you to play!!!
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. We must know this on the registration form so we can have chairs and stands waiting for you.
3. There will be full-size upright pianos 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.



SCHOOL BUS AND TOUR BUS DRIVERS

If using GOOGLE MAPS, please put in S. SAINT ANDREWS STREET first. PLEASE, PLEASE FOLLOW THE WRITTEN DIRECTIONS BELOW. You will be parking on our “playground parking lot” in an area designated for easy busy entry and exit. Only one entrance in and one way out. WHATEVER YOU DO, DO NOT ENTER THE CIRCULAR DRIVEWAY IN FRONT OF THE CENTER. We will be calling a very large tow truck to get you out.

FOR BUSES COMING DOWN 231 SOUTH (from Montgomery, AL area): come down 231 South, cross over the Ross Clark Circle, continue on Montgomery Highway until you see WEST/EAST POWELL STREET. TURN LEFT HERE. Continue on East Powell Street to NORTH SAINT ANDREWS STREET. TURN RIGHT HERE. Go about 5 blocks and CROSS OVER MAIN STREET AND CONTINUE ON SOUTH SAINT ANDREWS STREET, ACROSS THE RAILROAD TRACKS, THROUGH THE E. LAFAYETTE LIGHT AND PAST HOUSES. You will see a clearing with EXTENDICARE Health & Rehabilitation Center on the right and an old school on the left. TURN INTO THE DRIVEWAY MARKED BUS PARKING FOR CULTURAL ARTS CENTER (This is the playground parking lot). An attendant will assist you in parking your bus and getting your students off. Students will enter the Cultural Arts Center through the handicapped door with a volunteer.

FOR BUSES COMING DOWN FROM 84 WEST (from Georgia): continue down 84 West crossing the Ross Clark Circle and coming to the intersection of 84 West (E. MAIN STREET) AND SAINT ANDREWS STREET. TURN RIGHT ONTO SOUTH SAINT ANDREWS STREET, continue to cross over the railroad tracks, through the East Lafayette Intersection, through the house, to a clearing with EXTENDICARE ON THE RIGHT AND AN OLD SCHOOL ON THE LEFT. TURN INTO THE DRIVEWAY MARKED BUS PARKING FOR CULTURAL ARTS CENTER (This is the playground parking lot). An attendant will assist you in parking your bus and getting your students off. Students will enter the Cultural Arts Center through the handicapped door with a volunteer.

FOR BUSES COMING UP 231 NORTH (from Florida): continue up 231 North and cross the Ross Clark Circle at the Flying J (on your right). Continue NORTH ON SOUTH OATES STREET TO A Y INTERSECTION. BEAR TO THE RIGHT ONTO SOUTH SAINT ANDREWS STREET AND GO STRAIGHT THROUGH 2 TRAFFIC LIGHTS. Once you cross over East Selma Street, continue for 2 blocks and you will see EXTENDICARE ON THE LEFT AND AN OLD SCHOOL ON THE RIGHT. THE PLAYGROUND PARKING LOT IS BEFORE THE ENTRANCE TO THE SCHOOL. Turn left onto the playground parking lot. An attendant will assist you in parking your bus and getting your students off. Students will enter the Cultural Arts Center through the handicapped door with a volunteer.

FOR BUSES COMING FROM 84 EAST (from Enterprise, AL): f Cross over Ross Clark Circle and Continue on 84 east until you come to the intersection of E. Main Street and SOUTH SAINT ANDREWS. TURN RIGHT, continue to cross over the railroad tracks, through the East Lafayette Intersection, through the house, to a clearing with EXTENDICARE ON THE RIGHT AND AN OLD SCHOOL ON THE LEFT. TURN INTO THE DRIVEWAY MARKED BUS PARKING FOR CULTURAL ARTS CENTER (This is the playground parking lot). An attendant will assist you in parking your bus and getting your students off. Students will enter the Cultural Arts Center through the handicapped door with a volunteer.

REMEMBER DO NOT TAKE A BUS INTO THE CIRCULAR DRIEVDWAY IN FRONT OF THE SCHOOL. It is too steep to get the bus out of the driveway and they all get stuck and we have to call tow trucks to get you out.



FOR STUDENTS/PARENTS ARRIVING BY CARS:

Car Parking is away from the large tour buses and school buses as they will need more room to turn around to enter and exit. Therefore, Students/Parents arriving by car need to park in the paved parking lot located on the front of playground parking area and on the grassy area close to the school itself. An attendant will point you in the right direction for parking. **CHORAL DIRECTORS NEED TO ASSIGN A MEETING POINT IN THE PARKING LOT SO THAT YOU CAN ARRIVE AS A GROUP AND ENTER TO REGISTER. Be sure you have your ARMBANDS ON or you will pay a ticket fee for each student. ALL STUDENTS, CHORAL DIRECTORS, ACCOMPANISTS AND INSTRUMENTALISTS WILL NEED TO ENTER the handicapped door and proceed to the lobby for registration.** **(See Maps)**