CHECKLIST FOR CHORAL DIRECTORS

(check this list before you leave school the day before festival!)

FOR CHOIRS:

- ☐ Do you have your 3 original copies of each piece of music that you are performing for your CHOIRS? Choirs can perform 2 pieces of music at festival.
- ☐ Did you number the measures?
- ☐ Did you put the school's name at the top of each piece of music for the Adjudication Secretary to know whose folder to put them in?
- ☐ IF you are bringing a CD, did you put the name of the school and the name of the song on the front label for our sound techs to match up?
- ☐ IF you are using an accompanist, does she have her copy of sheet music for each piece performed?
- ☐ If you are using neither CD or Accompanist, did you email your music in a .WAV file or .MP3 file to ann@theculturalartscenter.org? We would have responded to your email to let you know we have it and that we could use it as submitted. Did you get that email?

FOR SHOW CHOIRS:

- ☐ IF you purchase your music online, you will need to bring a copy of your receipt for e-music purchased to go in the judge's files. No sheet music is necessary for a show choir. They are judging on performance. Your Performance must be within 9-15 minutes. The stage is 32 feet wide X 27 feet deep with wing space on both sides.

FOR SOLOISTS:

- ☐ Did you remember to bring 3 original copies of your music with measures numbered and schools name at the top of each piece along with soloist's name?

IN GENERAL:

- ☐ Did you bring an extra CD for warm up? There is no equipment in the warmup rooms that are blue tooth accessible. You can bring your own Bluetooth device to play with your phone if you choose to. CD players and pianos are available in each warmup room. You will need to bring your own Bluetooth device this year if you want to use that format. We will give you the password for your Bluetooth device at check in.

- ☐ Did you get your armbands for each choral student, yourself the Director, your accompanist and instrumentalists? Are they on your students at arrival at the festival?
- ☐ Did you tell your parents they can buy tickets in advance online and pick them up at will call? Tickets will also be available for sale at the box office window in the lobby. Cash or card accepted.
- ☐ **https://form.jotform.com/260308198427057** let parents know they can go to this link to purchase student/adults/parents/chaperones/friend tickets for $5 + convenience fee. Children 5 and under are free but need a ticket to have a seat**. TICKET LINK WILL OPEN OCTOBER 1, 2026.**
- ☐ Are you planning to have food brought to the Cultural Arts Center by delivery to feed your students? Have you planned for that and did you mark that with details on the ***Scheduling Form***?