

April 16, 2010

Dear Orchestra Hall Chaperone,

Thank you for agreeing to help chaperone the GPNHS Band and Orchestra on Sunday, April 18, 2010 at Orchestra Hall. The Booster organization and I greatly appreciate your assistance.

As a group, we have three goals on Sunday:

1. We need to get the students to the right spot at the right time.
2. We need to make sure that no students are wandering off to a spot where they do not belong, doing something they should not be doing. Orchestra Hall is full of nooks and crannies that are appealing to teenagers. They may not go there. The students should be in one of three places: (A) On stage, (B) in the large gymnasium type room student waiting area or (C) in the balcony (unless they are seated elsewhere **with their parents, they may not sit elsewhere without their parents**). They may also go to the bathroom, but they should not dilly-dally about this.
3. We need to get each chaperone to his/her seats so that he/she can watch the performances, particularly when his/her student is performing.

All of these will be accomplished.

Please arrive at Orchestra Hall between 6:20-6:30pm. Come to the back student entrance where you will find me.

I have attached a **very rough** diagram of the back stage area of Orchestra Hall based on what I can remember from two years ago.

The students are to arrive at 7:00pm; two years ago they began to arrive much earlier than that.

The students are to come to the back entrance, which is why we need chaperones to be at the back entrance before the performance begins. Students have two major tasks at that time:

1. Get their instruments to the spots where they belong.
2. Get themselves to the spots where they belong.

Chaperones are going to be assisting them with both of these processes.

There is a fly in the ointment this year in that the staff members at Orchestra Hall have not been able to be specific with Mr. Cleveland about where the instruments and the students belong. I am only assuming that we will be in the same spot, because from what I observed two years ago, there is nowhere else available other than where they put us then. That does not mean I am right. There are many nooks and crannies around the

back stage area and I am not really familiar with those details. I will do my best to find out before chaperones arrive, the correct answer to the question, "where are we putting the instruments and the students this year?" If we have to adjust locations at the last minute, we will, but the following procedures will remain the same.

It is likely that we will have four rooms, three for instruments and one for students. Each musical group will have a room for their own instruments and the students will rotate in and out of a large gymnasium type room. I have labeled the instrument rooms 1-3 (see attached diagram).

### INITIAL CHAPERONE ASSIGNMENTS

<u>Room 1</u>	<u>Room 2</u>	<u>Room 3</u>	<u>Student Room</u>	<u>Balcony</u>
Mary	Kathleen	Doug	Nanette Sheila	Daniela/John Chris Bob Chip

### Ticket Sales

Lisa  
Amy

(After the performances begin, chaperones will move about to various locations, I will be available all evening to direct the flow of students on and off of the stage, to the balcony and assist the chaperones. It is like a puzzle, all of the pieces will fit together).

Once a student puts away his/her instrument and/or case, he/she needs to go to the right spot. Initially, **Orchestra** students go **across the hall** to the large gymnasium type room. **Concert** and **Symphony** students go up to the **balcony**.

Sometime around 7:15pm or so, all of the students should be done putting their instruments in their rooms. Mary, Kathleen and Doug will go to their seats.

When Mr. Cleveland gives the word, Nanette and Sheila will escort the Orchestra students out to the stage, but not enter the stage themselves, (you will exit down the front stage steps to your seats and get to them during warm-up time). Lisa and Amy should be seated by that time as well. Daniela, John, Chris, Bob and Chip should be seated in the balcony long before this occurs. Daniela and John should sit front and center so that the students can easily see the adult presence. The students should sit in the first few rows with Chris, Bob and Chip sitting in the final row, that way, someone is always watching the whole group. I did this two years ago and I was able to see the entire performance quite well. We will not fill the balcony, so no students should be sitting way in the back, it's just trouble waiting to happen.

After the Orchestra has performed, Nanette, Sheila and Lisa will again enter the back stage area where they will wait for photographs to be completed. This will take about ten minutes. They will then make sure that the Orchestra students put their instruments away and head up to the balcony. Once all of the Orchestra students have headed up to the balcony, Nanette, Sheila and Lisa will return to their seats. Mary and Kathleen and Amy need to be in the balcony at this time.

At this same time, Chris, Bob and Chip will be bringing the Concert students down the stairs to the back stage.

This is where it gets tricky. The narrow hallway does not accommodate two students and two instruments passing at one time. If we try to do this, everyone in each group will get stuck behind two students with cellos and tubas, causing one group to have to go backwards. We really need to avoid this. The following plan should avoid this situation, but in the event that there is some sort of snafu, be aware that the group leaving the stage has the right of way.

There is a fork in the hallway and the Concert chaperones should pay close attention at that point to be certain that all is clear. If it is not clear, that is the time to yield right of way to Orchestra students. If Concert leaves the balcony on time they should avoid this.

Concert students must have gotten their instruments and be waiting in the large gymnasium type room with them before Orchestra students arrive in the hallway. Concert students have to use the Orchestra photography time to accomplish this, therefore, they should be on their way downstairs during the Orchestra's final performance.

After photographs are finished, Orchestra students will (A) leave the stage, (B) go into the large gymnasium type room, (C) wait for Concert students to pass through the hallway and then (D) go back out into the hallway to put their instruments away in room one. Nanette, Sheila and Lisa will assist them with this process.

There are two doors in the large room. Chris, Bob and Chip need to have Concert students waiting by the door closer to the stage with their instruments in hand. Nanette, Sheila and Lisa will lead Orchestra students into the large room through the far door.

As soon as the hallway is clear of Orchestra students because they are inside of the large room, Chris, Bob and Chip will take the Concert students towards the stage, but not enter the stage themselves, (proceed back to your seats).

Once all of the Concert students have left the back hallway, Nanette, Sheila and Lisa will tell Orchestra students to put their instruments away in room one and then send them up to the balcony. Once the last Orchestra student is finished, Nanette, Sheila and Lisa will return to their seats.

We will repeat this process when Concert Band is done. During Concert's last performance and photograph time, Mary, Kathleen and Amy will escort Symphony Band students down from the balcony to get their instruments from room three, then they will wait in the large room, near the door closer to the stage while Concert Band students enter the large room from the far door. Once Concert Band students have cleared the hallway, Symphony Band students will exit the large room and head for the stage through the closer to the stage door. After the hallway is cleared of Symphony Band, Concert Band students will return their instruments to room two. After that, they need to head back up to the balcony. Chris, Bob and Chip will return with them to the balcony.

Mary, Kathleen and Amy will make sure that Symphony students get to the stage, but not enter the stage themselves, (exit down the front stage stairs to return to your seat).

During Symphony Band photography time, Orchestra and Concert Band students should head back stage again to collect their instruments and then go home. We will need some chaperones in the back stage area during this time. Symphony Band students will return back stage for their instrument cases.

I know this sounds confusing right now. Read it a couple of times and you will start to understand the flow. It's like a puzzle. Trust me, it's not that bad. I will be there to manage the flow and assist when necessary. I know where everybody needs to be at all times.

Mr. Cleveland and Mr. Bauer are also on hand when not conducting. Honestly, the worst part is the very end when all three bands are trying to get their instruments and cases at the same time. We left the bulk of that miasma for Mr. Cleveland and Mr. Bauer two years ago, although we didn't abandon them. They knew what to do at that time and just needed us to help them, so at that time, we will take directions from Mr. Cleveland and Mr. Bauer. We do not need all chaperones back stage at that time. If a chaperone needs to leave, just go and we will be fine as long as just a few stay to help.

(Finally, I have included a copy of the instructions that Mr. Cleveland gave to the students this week in case you didn't see it. There is some useful information in there).

I will call everyone on Sunday morning/afternoon to answer any questions.

# GPN Orchestra Hall Program Advertising 2010

**Booster Club**  
**Organization Contact Patron Bus. Card 1/4 Page 1/2 Page Notes**

Raymond James	T. Warnez				\$100.00		Tom mailed info on 1/15/10: Picked up check 3/1/10
Oppenheimer	T. Warnez		\$50.00				Tom mailed info on 1/15/10: Picked up check 2/8/10
Melcom	T. Warnez			\$200.00			Tom processed check 2/26/10
PIP Printing	T. Warnez			\$100.00			Tom mailed info on 1/15/10: Received check later
Chas. Verheyden	T. Warnez		\$50.00			\$200.00	Tom visited on 2/8/10: Received check later
Esstide Music	T. Warnez						Tom visited and received check on 2/12/10
Chocolate Bar Cafe	T. Warnez			\$100.00			Tom visited on 2/25/10: Voice mail 2/16/10
Grosse Pointe Dentistry	T. Warnez						Tom visited on 2/8/10: Called back later
Cambridge Financial	T. Warnez		\$50.00				Tom mailed info on 1/15/10: Received check later
Wild Birds Unlimited	T. Warnez			\$100.00			Tom visited on 2/8/10: Received check later
Pet Ritz	T. Warnez						0
MFASCO Health	T. Warnez			\$100.00			Tom mailed info on 1/15/10: Received check later
H2O Cleaners	T. Warnez		\$50.00				Tom visited on 2/25/10: Picked up check 3/1/10
George Koueller Jewelers	T. Warnez			\$100.00			Tom visited on 2/8/10: Picked up check on 2/26/10
Lakepointe Orthodontics	T. Warnez			\$100.00			Tom visited on 2/22/10: Picked up check 3/16/10
Woods Wholesale	T. Warnez		\$50.00				Tom visited on 2/25/10: Picked up check 3/1/10
Van Dykes	Unknown		\$50.00				Tom received check
Jerry Luck Studios	T. Warnez		\$50.00				Tom faxed info on 2/26/10: Received check
7-Mack Amoco	D. Latour						
Brian Baetens	D. Latour						
National Coney Island	D. Latour						Dennis visited 2/16/10
Mr. Cs	D. Latour						Dennis visited 2/16/10: Declined
Radar Industries	D. Latour						
Mack Ave. Diner	D. Latour		\$10.00				Dennis visited 2/16/10
Connor Park Florist	D. Latour						Dennis visited 2/16/10
Mack Alger Tire	D. Latour						Dennis visited 3/2/10
Harper Dog Wash	D. Latour						Dennis visited 3/2/10
Richard Dunlop, DDS	D. Latour		\$50.00				Dennis visited 2/23/10: Sent check
Little Caesar's Pizza	D. Latour						
Auto Hut	D. Latour						Dennis visited 3/2/10
Merrill Lynch	D. Latour						Dennis visited 2/16/10
Dennis & Ann Latour	D. Latour		\$10.00				Dennis visited 3/2/10: Declined
Walgreen's	D. Latour						
Joan Bogen	D. Latour						
Benjamin Moore	D. Latour						Dennis visited 3/2/10
Moy's Restaurant	D. Latour						Dennis visited 2/23/10
Gerard Antonnait, DDS	D. Latour		\$50.00				Dennis visited 2/22/10
Michael Henahn, MD	D. Latour						Dennis visited 3/2/10
Grosse Pointe Sprinkler	D. Latour						Dennis visited 2/23/10
Totals			\$20.00	\$450.00	\$700.00	\$400.00	

## CHAPERONES

- ❖ Attached you will find a letter that I sent to the chaperones. It sounds chaotic, that's because it does get chaotic back stage and it is very difficult to make this a clear process. I highly recommend giving instructions to the chaperones before the concert, because, (A) I didn't get any in 2008 and it would have helped, (B) all of the chaperones appreciated some guidance and (C) security was tight back stage and some of them were being stopped by security guards; when they produced papers they were cleared by the guards.
- ❖ The order of back stage activities did not go as I described in the instructions, but I had forewarned the chaperones, so they were very understanding and flexible.
- ❖ After you read the attached instructions read this part: Rather than having one large student room and three separate smaller rooms for instruments, we had three large student rooms with their instruments. This was much easier in that we were not bumping into each other in the hallway as we had in 2008.
- ❖ There were two drawbacks to this new procedure, however. (A) Because we did not need as much time to maneuver around each other, the students and chaperones had to spend entirely too much time in line waiting to get on stage. Twenty-five minutes was too long. This was complicated by the fact that there were smaller solo and ensemble performances between large group performances. Make sure that Mr. Cleveland gives this information to you. The students began to get a little restless and were trying to go into rooms in the hallway where they didn't belong. Security guards and chaperones were getting a little testy. **We should have stayed in the balcony until the previous group's performance was completely done;** using photography time would have been plenty of time to stand in the hallway. (B) Using the three large rooms somehow allowed us to use the same access to the balcony that the patrons were using in the lobby. **Don't do this again.** There is a back stage way up to the balcony and it offers an additional advantage to the chaperones to control the students' behavior.
- ❖ Like I said in the instructions, students are to arrive at 7:00pm. I arrived at 6:03pm and there were already many students back stage. Additionally, some students arrived at 7:20pm. It kept us on our toes.
- ❖ We used 13 chaperones that night, some did double duty. I wouldn't try to have any fewer than this.