

**Senior CDMMEA Rehearsal/Concert
HOST SITE EXPECTATIONS/NEEDS:**

Rehearsal Spaces for:

1 Concert Band @ 100 musicians (additional space/room needed for gear if not in REH room)
1 Concert Choir @ 180 musicians (or so as # have fluctuated - risers NOT required)
1 Symphony Orchestra @ 100 musicians
1 Jazz Band @ 18 musicians

10 or so additional classrooms needed for sectionals

Ensemble Instrument Needs (fluctuates with repertoire chosen):

1 Rehearsal Piano for chorus (**TUNED PRIOR TO REHEARSAL 1** - tuning expenses WILL be reimbursed upon receipt of INVOICE to festival chair)
1 Rehearsal Piano for jazz band (could be electronic keyboard - if needed)
1 set of timpani (four or five depending)
1 concert bass drum
1 xylophone
1 marimba
1-2 sets of vibes
crash cymbals, snare drums, tam-tam, various concert percussion equipment - would know needs with advanced notice
depending upon needs for band and orchestra, a second set of materials could be loaned from another school AS NEEDED

NEEDS:

2 small tables for student check-in at school entrance

4 chairs for table check-in

Availability/use of COPIER for varying needs

1 Hospitality Room - seating for 40 or so...(for chaperones - open WiFi preferred if possible for all)
could be two classrooms, presentation room, etc.
SPACE ALSO NEEDED FOR FOOD/SNACKS FOR CHAPERONES

1 Executive Board/Managers Room - seating at table(s) for 30 or so...for CDMMEA eBoard meeting on WEDNESDAY rehearsal,
managers/conductors, festival staff (for those running the festival, etc.)
DINNER FOR FESTIVAL PERSONNEL SHOULD BE IDEALLY BE SERVED IN THIS ROOM

FOOD NEEDS FOR FESTIVAL PERSONNEL:

Catered dinner for 30 on REHEARSAL 1

Catered dinner for 25 on REHEARSAL 2

Additional snacks, coffee, water, drinks available in room throughout rehearsal days
(HOST SITE TO FRONT COST FOR THIS. All expenses for these meals would be reimbursed upon receipt or copy of INVOICE to festival chair. There is no formal dollar amount of how much can be spent on these meals, but around \$20 per person is generally a-ok)

FOOD FOR STUDENT PARTICIPANTS:

It is expected that the student festival participants will have a place to eat dinner (Cafeteria) and that the HOST SITE will have a PIZZA MEAL DEAL (pizza, chips, drink) available for approximately \$5 per students. This is to be hosted by the HOST SITE/booster organization of the host. This cost is taken on by the HOST SITE/booster organization and any profit made is theirs to keep.

SATURDAY REHEARSAL EXPECTATIONS AT MECHANICS HALL & NEEDS:

Host Site WILL:

- have designated school music department agent transfer items below and be point person with festival chair for concert dress rehearsals day
- rent a box truck through local store (U-Haul, Penske, etc. ALL COSTS WILL BE REIMBURSED UPON RECEIPT/INVOICE of sale)
- loan 1 set of concert percussion equipment for use at Mechanics Hall
- transfer equipment to performance hall for delivery at 9:30-10:00am
- lead students with festival staff for set-up/breakdown of rehearsal, concert, final breakdown - truck load-up
- return equipment to HOST SITE, leaving performance hall at approximately 7:00pm
- bring/have approximately 10 students (could be adults if needed) NOT IN FESTIVAL with HOST SITE agent on PERFORMANCE SITE - ALL DAY
- Order/pay/be reimbursed for lunch for approximately 20 people - generally just pizza or subs
- have additional snacks, water, drinks available backstage throughout concert day for student workers, festival staff

CDMMEA will pay the HOST SITE \$250 per day of hosting.

REHEARSAL 1,

REHEARSAL 2, and

PERFORMANCE DAY

with use of equipment/transportation/personnel, etc. totaling \$750 –

if HOST SITE could accommodate all requests.