

## Concert day procedure and information



**1a Entry to Symphony Hall** Use the main entrance in the mall and give your choir number to the registrar at the door halfway down the left-hand side (just beyond the CBSO shop). Go to level 4 unless otherwise instructed.

**1b Entry to Town Hall** Use the artists' entrance at rear (opposite library), give your choir number to the registrar at the door **and** tick against your name for each time you enter and exit the building. Stage entrance up stairs to left (Alto/Bass) and right (Sop/Ten). Changing spaces down ramp to right for men, up stairs left for ladies. Follow instructions on the day.

**2 Orchestral Rehearsal** (normally 2:30 to 5:30 for a Saturday concert). Attendance at this rehearsal is essential. Anyone with real difficulty must discuss this with Adrian Lucas and inform the Membership Secretary of his decision. Please arrive 15 minutes before the scheduled start time so that seating can be finalised before we start singing, and please note *which row you are in*, counting from the front. Any difficulties on the day, please ring **Lynne Davies on 07736 408933**.

**3 Between the rehearsal and the concert** Due to increasing traffic jams and parking problems, many members now stay in town. In Symphony Hall sandwiches may be eaten in one of the halls or lobbies where members congregate. In the Town Hall you must provide all your own food and drink and find a space backstage to consume it. Car parking **may** be available under council house. Wait for announcements!

**4 Concert** We try to look as professional as possible on the platform. You will already know about dress, and observation of the following points should enhance our appearance:

- Bring your folder and be lined up in seating order *15 minutes* before the start of the concert (i.e. 7.15 pm for a 7.30 pm start)
- Once on the platform sit down as soon as you get to your seat and keep conversation to a low level. Please sit with legs uncrossed. Those at the front are requested *not to lean on the rail*
- Unless the concert begins with an orchestral item, the Choir normally stands when the conductor appears
- To avoid any risk of a 'Mexican wave' please take responsibility for knowing when to stand and sit and who to watch in the front row.

**5 The Interval** Go off in reverse order, taking your music with you. Please do not do not mingle with the audience in the interval, and bring your own drinks to Town Hall or order in advance at Symphony Hall. We have little more than ten minutes to have a drink, go to the loo and be ready to line up again, so please do not be a straggler or we may go on without you.

**6 At the end of the concert** Remain standing until the conductor and soloists leave the platform, then sit down. When the conductor signals for the Choir to rise, please hold your folder in front of you, in left hand, logo to front. When the applause has finished and the leader of the orchestra goes out, file off the platform in reverse order.

**7 After the concert** Remember to hand in any hired music to the librarians before you go home. If you are unable to attend the last concert of the season, please **contact Sue Franklin on 01384 838047** if you still have any hired music. There is a heavy fine from the companies which lend us music if it is not returned on time. Thank you for your co-operation. Any ladies leaving the Choir should return their outfit to Helen Stammers immediately. She will sort any refund payable.