

### **Information for concert days:**

Concerts and dress rehearsals take place on the Saturday of the concert in Holy Trinity Church, Rolle Street, Exmouth.

If you know in advance that you are unable to sing in a concert please let the Registrar know as soon as possible; name of those intending to sing are noted in advance to ensure accurate seating. Even if you are not singing at the concert you are still welcome to attend rehearsals.

### **Staging**

We are lucky to have purpose designed staging in Holy Trinity Church, which means that all singers should be able to see the conductor without problems. The staging for the concert is put up on the Friday morning by a band of volunteers. It is dismantled and stacked immediately after the concert so that the church can be used for services the next day. On the Monday morning after the concert the staging is returned to its storage place. Help is essential for all 3 of these processes. With plenty of helpers, ten to twelve, women as well as men, the whole task takes just over half an hour. The helpers usually have coffee together in the church coffee room after the Friday and Monday sessions, which is a good chance to meet choir members from other "parts". The names of volunteers are asked for on the last Monday practice.

### **Final Rehearsal**

A rehearsal in Holy Trinity church is held on the afternoon of a concert day, about 2.30pm to 5.00pm, with the orchestra if applicable. Exact times for the rehearsal vary and are announced on the last Monday practice. It is essential to attend the concert day rehearsal as seating and "sits and stands" are decided and to get used to the acoustic of the church and to singing with an orchestra.

There will be labels for the different parts on the chairs but individual seating for the concert is arranged just before the rehearsal. It is important to arrive 15 minutes before the stated start of the rehearsal in order to negotiate seating. However getting there any earlier than this is unnecessary and may disturb the orchestra who are often already rehearsing.

### **Bottles of water**

Bottles of water are welcome at the rehearsal but for the performance please only use in a coughing emergency (!) and then use them discreetly.

### **Mobile phones**

If it is essential, you may keep mobile phones on during the rehearsal, but please put them to silent mode. Please do not take mobile phones or pagers into the concert.

### **Toilets**

There are toilets upstairs at the back of the church.

### **Parking**

Parking in the church grounds is limited so it would help if you park in the surrounding streets and leave the church parking for people with mobility problems.

If you do need to park in the church grounds the way in is at the top end of Beacon Place at the junction with Bicton Place and the way out is into Rolle Street. It is a one-way system.

PLEASE DO NOT PARK ON THE GRASS unless the church has given permission. They understandably do not like it when the grass becomes badly rutted when it is wet.

**Front of house**

Volunteers, who are usually partners or friends of singing members, staff the front of house roles i.e. selling tickets and programmes, hosting the raffle and acting as ushers. Parking attendants are also required if we are allowed to park on the grass.

The Secretary would be pleased to hear if know of anyone who would be willing to fulfil any of these roles.

**Between rehearsal and concert**

Anyone who does not have time to go home between the rehearsal and the performance can usually find somewhere in the church to eat a sandwich and have a drink (which they need to bring with them). There is some space for communal changing.

**Concert dress**

Clothes for the performance consist for women of a long black skirt or black trousers with black tights and a smart pure white blouse (not off-white nor cream please) . Men wear dinner jackets (or black suit), white shirts and black bow ties. Both men and women wear black shoes

**Security**

Please note that all your personal belongings are your sole responsibility. We suggest that you bring the absolute minimum with you. If ladies have a handbag with them please take only a very small clutch bag onto the stage.

**Folders**

Because we are often using different editions of the scores, music should be held in a black folder. If you do not have a folder please ask the secretary, or if you prefer you could obtain one of the correct size yourself. It must be black and the size is 21 by 31 centimetres.

**Assembling for the concert**

Please be in the church at least 20 minutes before the start of the concert.

Sopranos and Tenors usually gather in the North organ vestry (on the left side as you enter the church). Altos and Basses gather in the South Choir vestry (on the right side). You should line up in such a way that we fill the seats in an orderly fashion.

**Interval**

Refreshments are usually available upstairs during the interval, courtesy of the church volunteers. During the interval it is fine to go and join your friends in the body of the church, or upstairs, but please note that we process off the stage to the vestries at the end of the first half, and back on again after the interval so please get back to your vestry in plenty of time.

**Returning music scores**

If you become aware in advance that you will not be singing in the concert please return your scores to the Librarian, via another member if necessary. The library imposes a fine if we do not return the scores on the designated date. At the end of the concert please leave your music in the appropriate boxes which are placed in the vestries so that the librarian can collect it.

**September 2010**