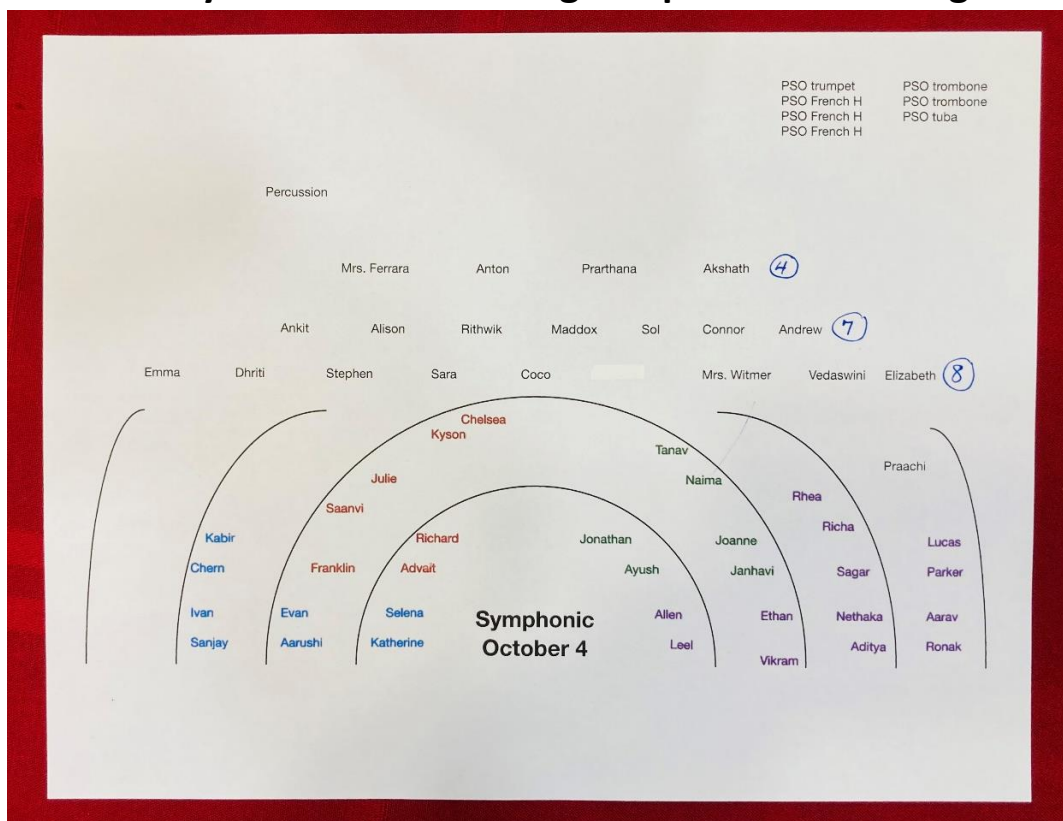


YOCJ Rehearsal Set Up

1. Arrive at 4:15pm at HSN and tell the security guards that you will supervise the YOCJ rehearsal set up.
2. Ask security guards to call custodians.
3. Ask custodians to open ALL of the following rooms if they are locked:
 - *Orchestra room
 - *Storage closet (2 doors away from Orchestra Room)
 - *Choir room (Room 301)
 - *Music Office
 - *Band Room
 - *Room 101
 - *Room A101
 - *Room A102
 - *Room A103
 - *Room A104
4. Set up a “YOCJ Information table” in the HSN lobby and put out the Volunteer Sign-up Clipboard for later.
5. Immediately set up the Orchestra room as in the following example, so that it is ready well before Mr. Pugh’s 5pm rehearsal begins:



6. Meet Parent volunteers at 5pm at the Information table & have them sign the clipboard.
7. Bring volunteers to the storage closet (and possibly band room and/or hallways) and gather 3-4 racks of chairs for a total of 64 chairs. You will also need 5 music stands for the conductors in the highlighted rooms on page 1.
8. Set up the rooms below as described below. Leave empty chair racks in any of the highlighted rooms so that the 8:30pm volunteers can easily stack and roll the chairs back.

Room 101 - Brass:

Push aside the existing desked-chairs. Leave a music stand in the center for the conductor. Set up new chairs as follows:

Semi-circle shape: 10 chairs

Room A101 – Woodwind Choir:

Push aside the existing desked-chairs. Leave a music stand in the center for the conductor. Set up new chairs as follows:

Semi-circle shape: Row 1: 10 chairs, Row 2: 10 chairs

Room A102 - Symphonic Woodwinds:

Push aside the existing desked-chairs. Leave a music stand in the center for the conductor. Set up new chairs as follows:

Semi-circle shape: Row 1: 7 chairs, Row 2: 7 chairs

Room A103 – Saxophones:

Push aside the existing desked-chairs. Leave a music stand in the center for the conductor. Set up new chairs as follows:

Semi-circle shape: Row 1: 11 chairs, Row 2: 9 chairs

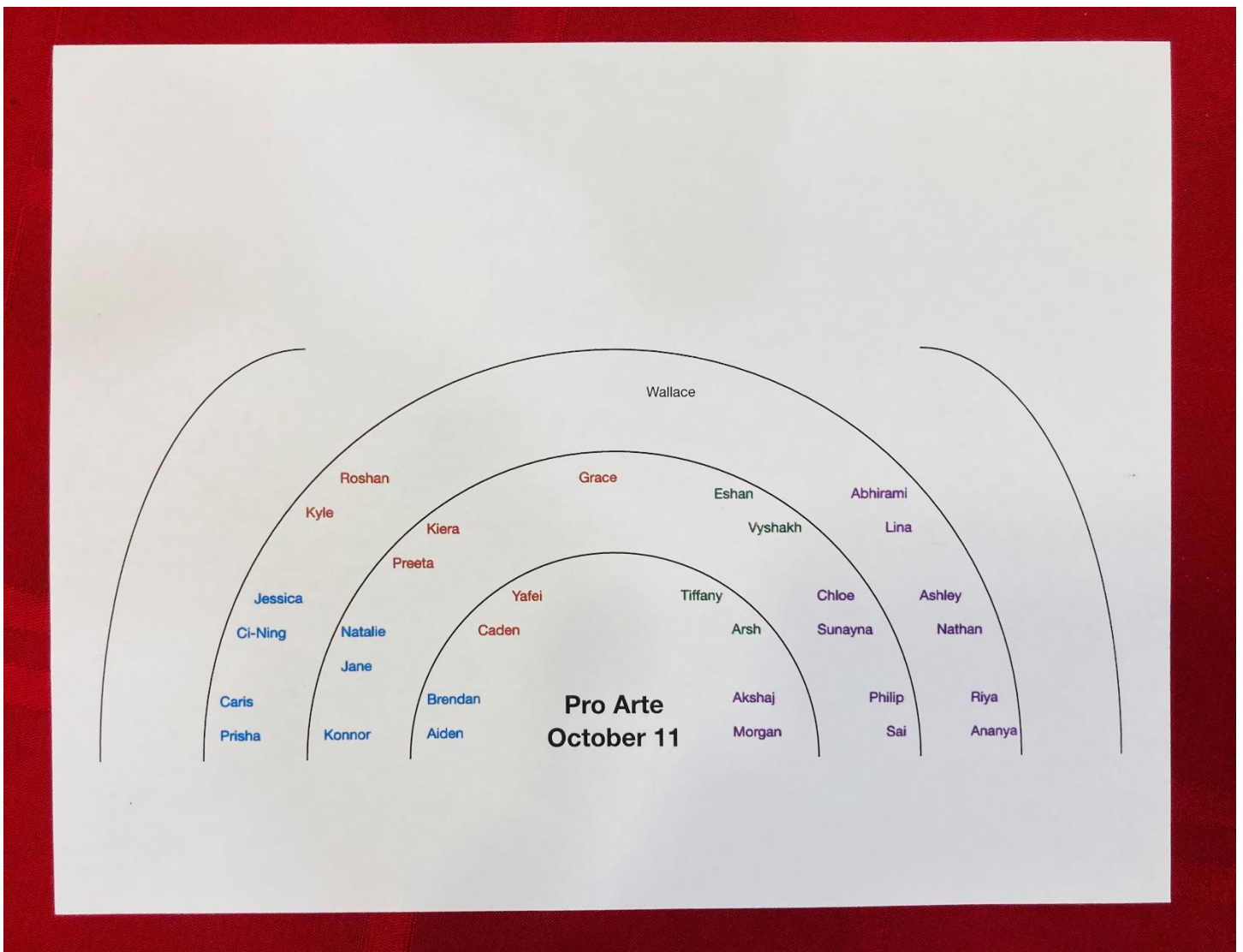
Room A104 – Flute Choir:

No chairs (the flutists stand up) - just push ONLY TWO groups of desked-chairs off to the sides and back. Leave a music stand in the center for the conductor.

Band Room: No additional set up needed

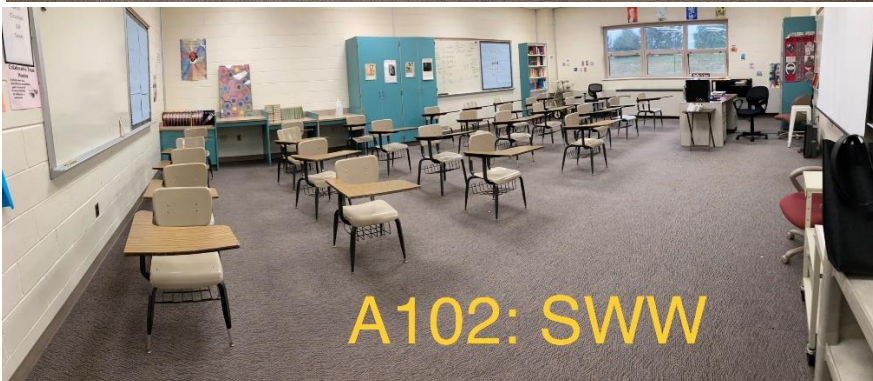
Choir Room (Room 301 – between Orchestra Room and Band Room):

- *Carefully push piano straight back towards the dry erase board behind it. DON'T disconnect any wires, just be careful to NOT run over them.
- *You will need a rack of music stands from the storage closet.
- *You may also need a few extra chairs from the storage closet.
- *See example chart for Pro Arte Orchestra set up for the chairs.
- *Every pair of chairs gets 1 music stand to use.



YOCJ Clean Up

1. Meet Parent Volunteers at 8:30pm at the Information Table.
2. Have them sign the Clipboard.
3. Go to the following rooms to stack chairs on the racks left behind.
Return these rooms to their original set up as follows. Bring all chair racks and 5 conductor music stands back to the storage closet.
4. Return these instructions and the Volunteer clipboard to Mrs. Epps:
609-213-0005





Usually Mr. Pugh and the PAO students reset the Choir Room. There are specific instructions written on the dry erase board for the amount of chairs and their locations. See if he wants any help. The chairs should look like this:



Thank you SO much for your help today!!!! 😊