

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. Borrow master key from Jay, the security guard. If he is not available, please ask security guards to call the head custodian, Ezekiel, who can unlock ALL of the following rooms IF they are locked. (Some may be open.)

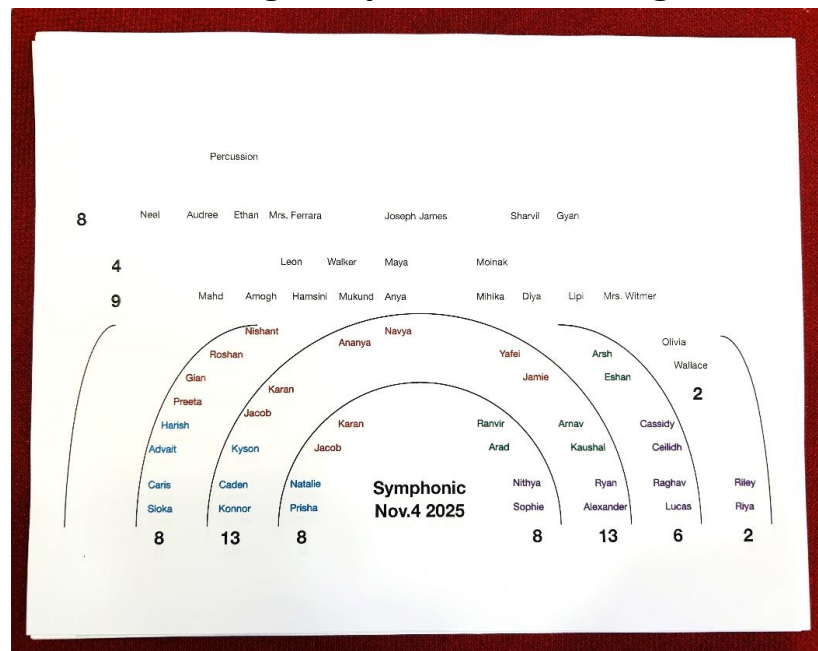
MUSIC DEPARTMENT

- *Orchestra room
- *Storage closet (1 door away from Orchestra Room)
- *Choir room (Room 301)
- *Music Office
- *Band Room
- *practice rooms

A-HALLWAY

Room 101, A101, A102, A103, A104, and A108

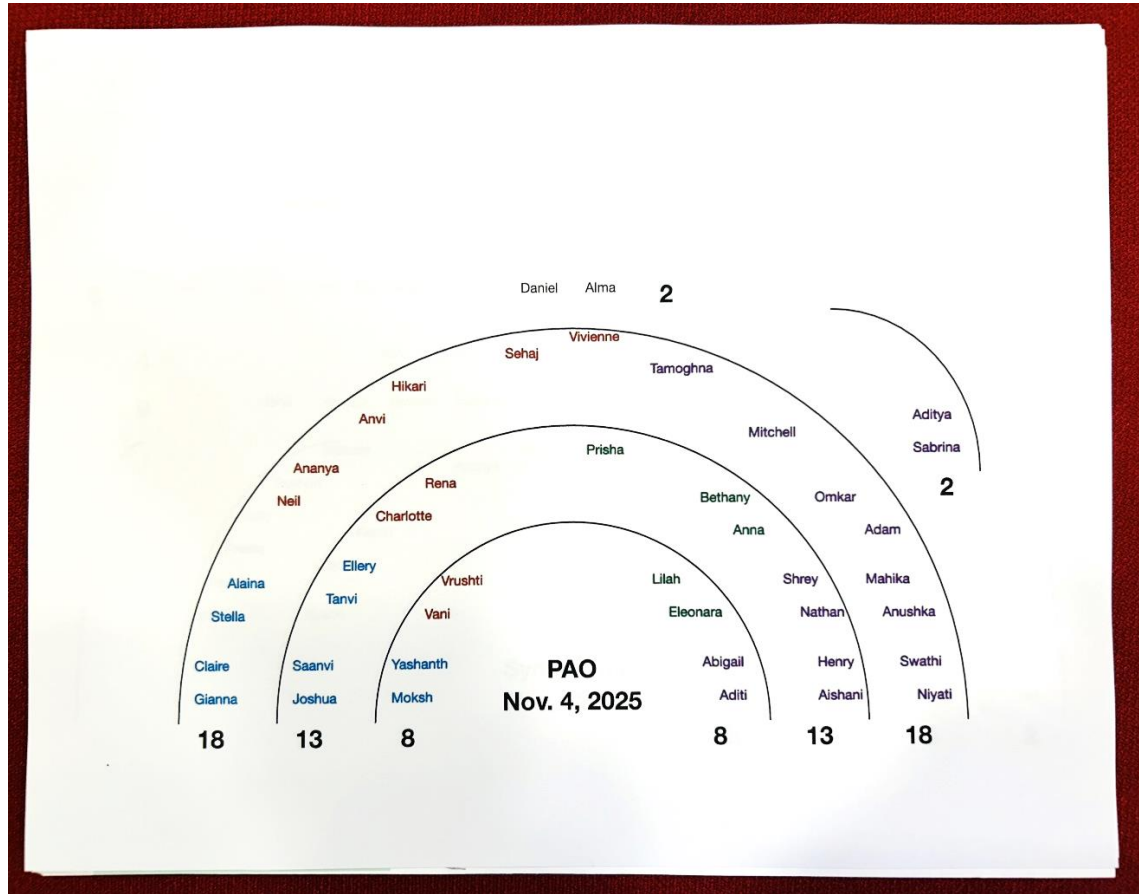
3. Ask Ezekiel or the security guards if they can set up a table for you in the lobby. This will be the “YOCJ Information table.” Please put out the Volunteer Sign-up Clipboard for later.
4. Immediately set up the Orchestra room as in the following example, so that it is ready well before Mr. Pugh’s 5pm rehearsal begins:



5. Meet Parent volunteers by 5pm at the Information table & have them sign the clipboard.
6. Bring volunteers to the storage closet (and possibly practice rooms and/or hallways) and gather 3 racks of chairs for a total of 54 chairs. You will also need 6 music stands for the conductors in the highlighted rooms on page 1.
7. 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.

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

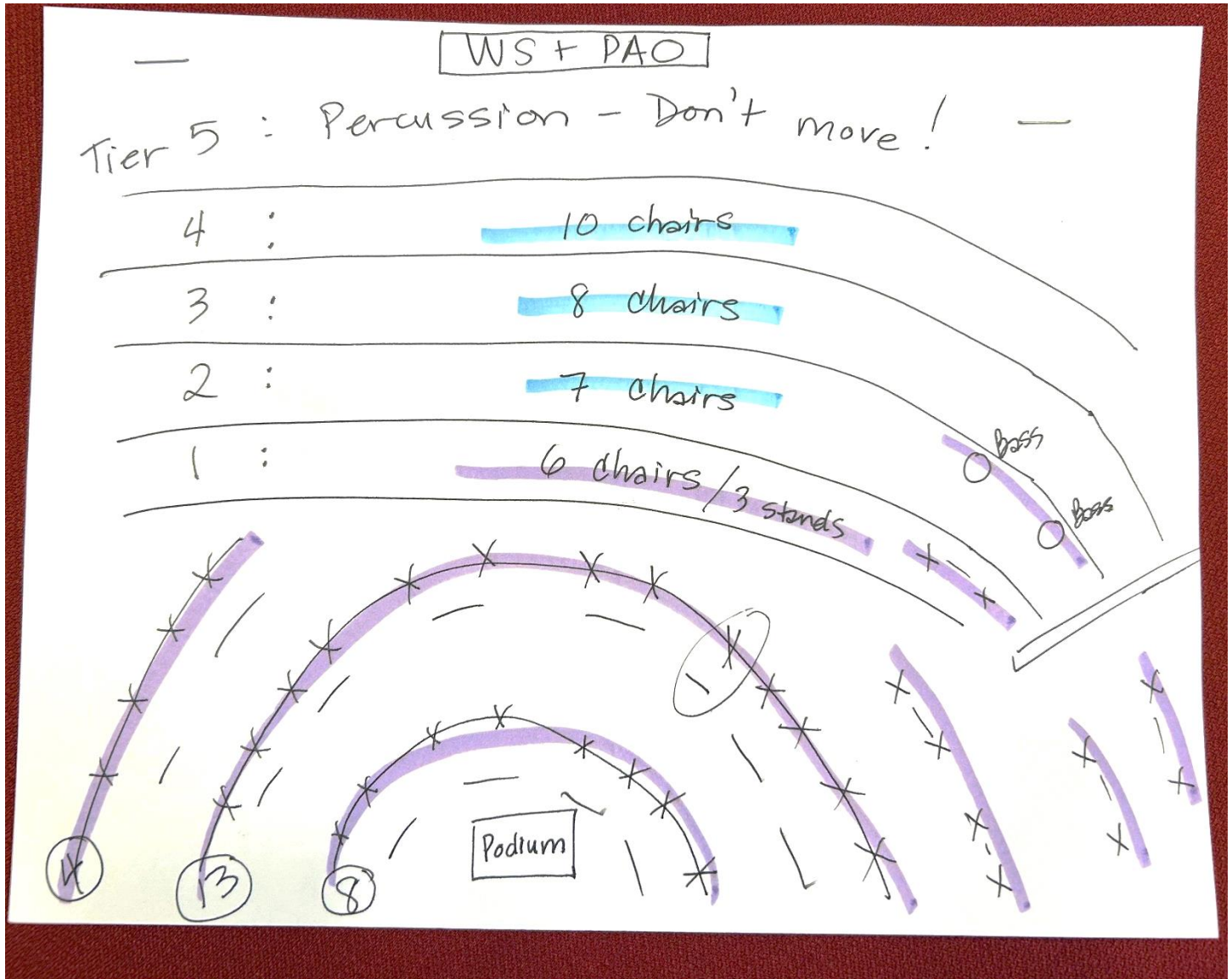
- *Before moving the piano, please disconnect the wires, and be careful to NOT run over them. Carefully push piano straight back towards the dry erase board.
- *You will need to roll out the big square conductor podium and a rack of 23 music stands from the storage closet.
- *See example chart for Pro Arte Orchestra set up for the chairs.
- *Every pair of chairs gets 1 music stand to use. There may be a single chair that gets 1 stand to itself.



Band Room: No additional set up needed EXCEPT on Double set up days. Please check ahead of time if this is needed. **Please use diagram below ONLY for Double set up days.** Use **extra existing band room chairs** from Tier 4, 3, and 2 to populate the **string player chairs**. You will need these extra items:

*1 rack of 23 music stands

*1 rack of 18 chairs + a partial rack of 6 chairs



Room 101 - Brass:

Push aside the big round tables to the left and right. Leave a music stand in the center for the conductor. Set up the **existing gray chairs** from the room as follows:
Semi-circle shape: 7 chairs



Room A101 – Brass Choir:

These desks are HEAVY!! PLEASE try to NOT move any except the teacher “Podium” at the front of the room to the side. Leave a music stand in the center for the conductor and please give her a chair. Set up **existing blue chairs** as follows: Semi-circle shape: 8 chairs



Room A102 - Symphonic Woodwinds:

Push aside ONLY SOME of 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: 8 chairs, Row 2: 5 chairs



Room A103 – Saxophones:

Push aside ALL the existing desked-chairs to the perimeter of the room. Leave a music stand in the center for the conductor. Set up **new chairs** as follows:

Semi-circle shape: Row 1: 12 chairs, Row 2: 14 chairs



Room A104 – Flute Choir:

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

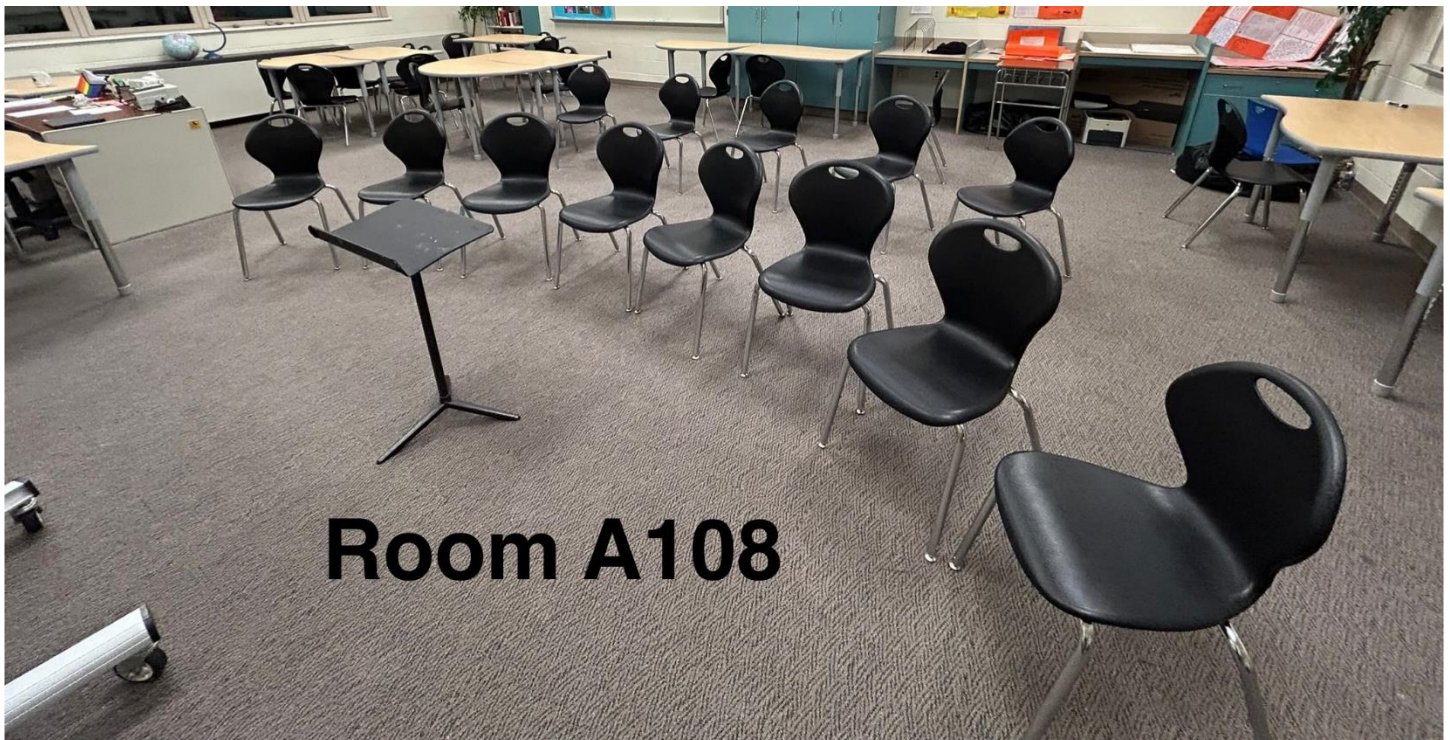
Semi-circle shape: Row 1: 8 chairs



Room A108 – Woodwind Choir:

Push aside ONLY SOME of the large tables. Leave a music stand in the center for the conductor. Set up **existing black chairs** as follows:

Semi-circle shape: Row 1: 8 chairs, Row 2: 5 chairs



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 conductor music stands back to the storage closet.
4. Return these instructions and the Volunteer clipboard to Mrs. Epps:
609-213-0005



**Room
A102**



Room A103



Room A104





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 approximately look like this:



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