

# Southern Sounds 2016

## 'High Tea' Afternoon Tea & Concert

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Sunday 6<sup>th</sup> November - St. Judes Parish School Hall

### INFORMATION & RUN SHEET

#### ARRIVAL

Please arrive with between 11.30am and 12 noon.

#### COSTUMES

Please arrive in your black chorus pants and black chorus top with the silver trim, Chorus shoes or comfortable black closed-toe shoes (no boots) and nearly black stockings.

Silver gypsy earrings. Maggie will be bringing scarves to wear.

#### MAKE-UP

Standard make-up with good contrast between eyes, cheeks (blush) and foundation required.

Red lipstick and nail polish. Please see Sonja if you need assistance.

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#### RUN SHEET

##### Starting 11.30 to 12 noon for Chorus

Place food, other items for afternoon tea in kitchen as soon as you arrive please.

If you are helping to set up the Hall, please arrive at the time agreed with Justine

Be ready for physical / vocal warm-ups

##### Warm-ups:

With Music Team, to be held in back area adjoining Hall (we will be walking on from end near entrance to toilets)

## 2 pm guests arrive (concert to begin between 2 – 2.30 pm)

From 1.30 or 1.40 pm: Penny, Sandra, Christine, Betty to greet guests at entrance, take donations & arrange lucky door prize tickets (list from Marg)

Volunteer '*welcoming committee*' (Penny, Sandra, Christine & Betty) to **greet guests at door**, take donations, organise lucky door prizes.

Volunteer '*meet & greet committee*' (Chorus led by Catherine, Justine) to **receive guests, show them to their seats** until 2 pm

Justine to **oversee seating arrangements**

Jan to **oversee food/serving arrangements** with Sonja, Marg, Lynnette '*smooth catering committee*' volunteers to keep an eye on supplies etc for the afternoon.

### **Introduction:**

Emcee; Kim

**(to take place in a timely manner when guests are settled in)**

(Welcome guests – specific mentions including sponsor/s, housekeeping, plan for afternoon, formal opening by President then introduce Chorus onto risers/songs/repertoire)

### **Chorus walk onto Risers:**

*Perform concert repertoire with Catherine*

Emcee; Kim to introduce second set

### **Invite new members on to Risers:**

Emcee; Kim

(New Members Month, introduce new songs & new member/s)

### **Chorus with 'newbies':**

*Perform 2 new songs plus TAGS* (Christine to step forward & introduce tags)

### **Mass sing:**

Catherine to introduce Mass sing, 'How We Sang'

Everyone (invite our ex-members, ECS to risers, invite our audience / guests to join in)

**Certificates:** Emcee; Kim – with Justine and Catherine to hand out ‘newbie’ and ‘new prospect’ certificates

**Plan for rest of afternoon:** Emcee; Kim – while Chorus moves off risers to start serving plates

(Projector will be set up to show Chorus performances while afternoon tea is served then: Raffle draw, Lucky door prize, Christmas new / old member ‘try out’)

**Afternoon Tea:** Served by Chorus while projector is running.

Volunteer ‘*table serving group*’ (2 per table): To bring **tiered food platters** from counter to allocated table, make sure everyone has been served (self-serve or assist), check-in to answer any questions/get feedback.

Volunteer ‘*publicity/mix ‘n mingle group 1*’ (2-3 led by Penny, Sandra, Robyn): To go to each table etc to **sell raffle tickets**, collect/organise stubs for draw. Help with lucky door prize.

Volunteer ‘*publicity/mix ‘n mingle group 2*’ (Irene, Kim, Catherine): To organise **projector** in Hall as per layout plan, arrange audio/video, run video while afternoon tea is on, hand out brochures, sell CDs etc.

**Raffle draw:** Emcee; Kim with Lorraine to Introduce Hans Went  
(To take place in a timely manner after all stubs are collected) (CBT) for presentation of 1<sup>st</sup> prize draw  
(1 chorus volunteer to hold container with raffle stubs while Hans, prize winners draw the tickets)

**Lucky Door Prize draw:** Lorraine with Penny & Sandra to present lucky door prize

**Formal Close & Thank-you** Emcee; Kim