



Leicester-Shire Schools  
**Music Service**

Eastern Annexe, County Hall, Glenfield, Leicester, LE3 8SA  
Tel: 0116 305 0400 • Email: lsms@leics.gov.uk

23<sup>rd</sup> November 2017

**TO MEMBERS OF: LSSO, WIND ORCHESTRA, CONCERT ORCHESTRA**

Dear Parent / Carer / Student,

**LORD MAYOR'S CHRISTMAS CONCERT  
THURSDAY 7<sup>th</sup> DECEMBER 2017 - 7.00PM AT THE DE MONTFORT HALL, LEICESTER.**

Please find below the final rehearsal details and arrangements for the above concert:-

**Rehearsals**

<b>2.15pm – 3.15pm</b>	<b>(arrive 1.55pm)</b>	<b>LSSO</b>
<b>3.30pm – 4.30pm</b>	<b>(arrive 3.10pm)</b>	<b>WIND ORCHESTRA</b>
<b>4.45pm – 5.45pm</b>	<b>(arrive 4.25pm)</b>	<b>CONCERT ORCHESTRA</b>

**REGISTRATION**

Your co-operation in assisting us to maintain a safe registration and collection system for your child and other performers is greatly appreciated. It is essential that LSMS staff register your child on arrival and sign them out on departure, so that we have an accurate list of performers in case of fire or emergency evacuation. **\*N.B on arrival all performers will be asked by the member of staff registering you in, whether you are staying in the hall or leaving after your rehearsal. Please ensure that your child knows what your arrangements are.**

**LSSO** should arrive should arrive via the **front main entrance** and go to the Garden Suite for registration. Cellos should go in dressing room 3. Students will be free to leave the building after their rehearsal, but must return to the hall for **6.30pm**. **\*If you are leaving the building, you MUST sign yourselves out with the member of staff on duty and back in on your return.**

**WIND ORCHESTRA** should arrive at the De Montfort Hall **stage door entrance on University Road** and go to dressing rooms 5 and 7 to be registered. Students will be free to leave the building after their rehearsal **UNLESS PARENTS/CARERS NOTIFY US OTHERWISE**, but must return to the hall for 6.30pm. **\*If you are leaving the building, you MUST sign yourselves out with the member of staff on duty and back in on your return.**

**CONCERT ORCHESTRA** should arrive via the **front main entrance** and go to the Garden Suite for registration. Cellos should leave their instruments in dressing room 3. Students will be free to leave the building after their rehearsal if they need to buy food **locally, UNLESS PARENTS/CARERS NOTIFY US OTHERWISE**, but must return to the hall for 6.30pm. **\*If you are leaving the building, you MUST sign yourselves out with the member of staff on duty and back in on your return.**

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**\*\*\*\*ALL STUDENTS.** You may wish to bring a packed tea and drinks as required OR \*providing that your parent/carer have told us on arrival that you are allowed to leave, you may leave the building to get some food locally as you will need to be back in the hall for 6.30pm. Any students leaving the hall must sign out with the member of staff on duty and back in on your return.

### **EMERGENCY CONTACT TELEPHONE NUMBER**

The LSMS **emergency telephone number** in case of **sudden illness** on the performance day is: **07770 685392**. Please note that this number is for **emergencies only**, for any other queries, please use the main LSMS number: 0116 3050400. (It would be very helpful if your parents were able to get your music to LSMS, or the concert venue, perhaps via another student who lives near to you.)

**All Groups:** Please bring all your **music, instruments** and **concert dress - if you are not already wearing it**. Long black for girls and DJ's for boys.

### **RUNNING ORDER**

The programme order for the evening is: Taiko Group, Concert Orchestra; Wind Orchestra; **Interval** (20 minutes) Lord Mayor's Address, Massed choir, LSSO; LSSO and Massed Choir finale.

The performance will start at 7:00pm and is expected to finish at approximately 9.30pm.

It is hoped that **Parents/Carers whose children are performing in the first half of the concert, will stay on to watch the second half performers, so that they too have a full audience to play to. Your co-operation and courtesy would be greatly appreciated. Performers in the first half will have designated seats to watch the second half.**

### **COLLECTION**

**WIND ORCHESTRA** should be **collected from the Stage Door entrance** once they have signed out with a member of LSMS staff. **Parents/carers who are watching the performance should walk around the outside of the building to the stage door entrance. It is not possible to gain access to the stage door through the main hall. Parents/carers are asked not to bring cars into the car park by the stage door, for the safety of all performers, this car park is for staff only.**

**LSSO & CONCERT ORCHESTRA** should be collected from the Garden Suite corridor where they will sign out with a member of LSMS staff. Your patience will be greatly appreciated.

Tickets for the performance are priced £10.00, £8.00, £5.00 for adults with £1.00 off each adult priced ticket for concessions, **and are selling out fast so if you have not already booked, you are strongly advised to do so now. De Montfort Hall Box Office: 0116 2333 111**

Please do not hesitate to contact me if you have any queries.

Yours sincerely

*Melanie Cahill*

Melanie Cahill  
Business Support Manager / Performance Team