

16th November 2018

**TO MEMBERS OF: LSSO, CONCERT ORCHESTRA, BIG BAND & STEEL PANS ENSEMBLE**

Dear Parent / Carer / Student,

**LORD MAYOR'S CHRISTMAS CONCERT  
THURSDAY 6<sup>TH</sup> DECEMBER 2018 - 7.00PM AT THE DE MONTFORT HALL, LEICESTER.**

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

**Rehearsals**

<b>3.15pm – 4.15pm</b>	<b>(arrive 2.55pm)</b>	<b>LSSO</b>
<b>4.30pm – 5.15pm</b>	<b>(arrive 4.10pm)</b>	<b>CONCERT ORCHESTRA</b>
<b>5.30pm – 6.00pm</b>	<b>(arrive 5.10pm)</b>	<b>BIG BAND</b>
<b>6.00pm – 6.30pm</b>	<b>(arrive 5.40pm)</b>	<b>STEEL PANS</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.

**LSSO** should arrive should arrive via the **front main entrance** and go to the Garden Suite for registration. Celli should go in dressing room 4. 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.**

**CONCERT ORCHESTRA** should arrive via the **front main entrance** and go to the Garden Suite for registration. Celli should leave their instruments in dressing room 4 or in the loading bay. Those students who are in year 11 and over will be free to leave the building after their rehearsal, but must return to the hall for **6.30pm** and ensure that you sign out after the rehearsal and back in on arrival. **Students younger than year 11 must bring a packed tea and drinks as required.**

**BIG BAND** need to arrive at the **stage door entrance** for registration and go to dressing room 6. Please ensure you bring sufficient food and drinks as your rehearsal finishes at 6pm, you won't have enough time to leave the building.

**STEEL PANS** should arrive at the **stage door entrance** and go to dressing room 7. Please ensure you bring sufficient food and drinks as your rehearsal finishes at 6.30pm and you won't have enough time to leave the building.

**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.)

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**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: Big Band, Concert Orchestra; LSSO; **Interval** (20 minutes) Lord Mayor's Address, Taiko, Steel Pans and Massed choir.

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**

**STEEL PANS** and **BIG BAND** members **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