

DICKENS QUARTETS COORDINATOR

Holland Chorale

11/2/18

David Schallert

- Make a signup sheet with singing dates and circulate it for three consecutive rehearsals. Be sure to stress that this is fun and makes money for the chorale.
- After three weeks of sign-up, meet with Patrick (Artistic Director) and finalize who sings in which quartet. Be sure all know that the Artistic Director is making these decisions.
- Email and give out to all, a hard copy of rosters, quartets one and two, emails and phone for the whole roster, singing dates and who is singing, as well as procedures for getting subs.
- Designate a leader for each quartet.
- Set a date for one rehearsal with the Artistic Director.
- Get folders with music in order; with starting pitches, which verses, etc.
- Get the folders to all on the roster one week before the rehearsal with Artistic Director.
- Get all costumes to the rehearsal with Artistic Director. This is a big job, carting all from the basement of where our music has been located.
- Have Bill check and contact the church office about permission to temporarily store costumes and where.
- Keep up with added performances and assign quartets to each with a division of labor.
- After the first of the year, collect all the folders and costumes and get them in storage. Note that some singing dates are after the Christmas Concert, making collection of music and costumes difficult until after the first of the year.
- Make a list of contact people for each place we sing, so that we can call them and clarify needs and times, etc.