

Christmas Concert Planning Notes

Meeting and Rehearsal 11/26/2010

- a. Concert Date: 12/25
- b. Time:
 - a. Piano and light music during meal (approximately 3pm)
 - b. Main concert 5pm – 8pm
 - c. Jam sessions continue beyond 8pm
- c. Venue:
 - a. Stage in front of TV
 - b. Couches arranged for easier participation
 - c. Dress rehearsal Sat 12/18 after Without Walls meal (approx 2 hours)
 - i. Need notice posted Friday (at the latest) so people will know that normal lobby routines will be pre-empted by the rehearsal
- d. Program:
 - a. Piano and other light music (3:00 – 4:30 ~)
 - b. Break for re-arranging stage (4:30 – 5:00 ~)
 - c. Prayer – James S. (5:00 ~)
 - d. Solos
 - e. Duets/groups
 - f. Spoken word
 - g. Caroling
 - h. Jam Session
 - i. Clean-up (rearrange venue)
- e. Trimmings
 - a. Refreshments (Responsible: James S) (Funding: GSI?)
 - i. Coffee/Hot Chocolate
 - ii. Cookies
 - iii. Fruit & Cheese
 - b. Decorations (already completed by Craig)
 - c. Programs (James S.)
- f. Talent
 - a. Aaron – Piano, Voice & Effects
 - b. James – Flute, Guitar & Voice
 - c. Carol – Spoken Word
 - d. Avies Moss – Master of Ceremonies
 - e. Lakenia – Poetry
 - f. Trina – 2 songs
 - g. Tyrone – Testimony
 - h. Nicolas???
- g. Organization
 - a. Coordinator – James S.

- b. Security – Mike D.
- h. Tasks
 - a. Equipment – Aaron/James
 - b. Get firm commitments if possible from talent
 - i. Details about their performance for inclusion in printed program
 - c. Practice material - Talent
 - d. Print carols – James S.
 - e. Design and print programs
 - i. Input from talent for design
 - ii. Final decisions – group
 - iii. Program design and printing – James S.
 - f. Arrange venue – James S.
 - i. Post notices
 - ii. Recruit assistance
 - g. Arrange Trimmings – James S.
 - h. Promotion
 - i. Web site – James S.
 - ii. Posters – James S.
 - 1. Post just here or in neighborhood too???
 - iii. Word of mouth - All