

Christmas Concert

Planning Notes

Meeting and Rehearsal 12/10/2010

a. Action Items	Responsible	Due
a. Recorded music to play during breaks	James S.	12/18/2010
b. Words to carols in booklet format.	Brenda	12/18/2010
c. Commitments from performers	Recruiters	12/18/2010
d. Program content	Group	12/23/2010
e. Program design & print	James S.	12/24/2010
i. Integrate carols and program	Brenda / James S.	12/24/2010
ii. Finalize acts	Group	12/17/2010
f. Idea of intros & segways	Tyrone	12/18/2010
g. Practice, Practice, Practice	Group	As Needed
h. Prepare for dress rehearsal	All	12/18/2010

Meeting Notes 12/3/2010

- b. Concert Date: 12/25
- c. Time:
 - a. Piano and light music during meal (approximately 3pm)
 - b. Main concert 5pm – 8pm
 - c. Jam sessions continue beyond 8pm
- d. 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
- e. 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
 - i. James R.
 - 1. Flute
 - a. *Song name here*
 - 2. Guitar
 - a. *Song name here*
 - 3. Voice
 - a. *Song name here*
 - b. *Song name here*
 - ii. Aaron

- 1. Piano
 - 2. Voice
 - iii. Earl
 - iv. James H.
 - v. Sydney
 - vi. Avies
 - e. Duets/groups
 - i. Aaron, James R., Earl
 - ii. ?? Sydney
 - iii. ???
 - f. Spoken word
 - g. Caroling
 - h. Jam Session / Open Mic
 - i. Clean-up (rearrange venue)
- f. 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.)
- g. Talent
- | | Recruiter |
|--|------------------|
| a. Aaron – Piano, Voice & Effects | Self |
| b. James – Flute, Guitar & Voice | Self |
| c. Earl – Music & Voice | Aaron |
| d. Carol – Spoken Word | James S. |
| e. Clutch - Whatever | James R. |
| f. Avies Moss – Master of Ceremonies | Aaron |
| g. Lakenia – Poetry | Aaron |
| h. Trina – 2 songs | Aaron |
| i. Tyrone – Testimony / Master of Ceromonies | James S. |
| j. Nicolas - Dance | Aaron |
- h. Organization
- a. Coordinator – James S.
 - b. Security – Mike D.
- i. 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. Discuss details with John Watson – James S.
 - ii. Post notices
 - 1. Don't forget to notify by 12/23 here locally that TV will be pre-empted.
 - iii. Discuss issue of no TV or providing TV – John Watson / James S.
 - iv. Recruit assistance
- g. Arrange Trimmings – James S.
- h. Promotion
 - i. Web site – James S.
 - 1. Waiting for approval – John Watson
 - ii. Posters – James S.
 - 1. First phase DONE.**
 - 2. Next phase due by 12/18/2010
 - iii. Word of mouth - All