

Welcome Madrigal Parents to the 2011 Madrigal Program!

Congratulations to your child on being selected to perform at the 2011 Lincoln-Way East Madrigal Dinners. It is an honor. If you are new to Madrigals, you're in for a treat. Vocalists will begin their concert season with public performances in various venues beginning in November. The highlight of the season is the five Madrigal Dinners that are held on the magically transformed stage in the Lincoln-Way auditorium.

And that's where you come in.

While Mrs. Lambert and the staff prepare the musicians and actors, we, as the support crew, will provide the magic. But magic doesn't just happen. Everyone is needed to pitch in and lend a hand. This is a **fun time** when you can **get to know other parents** as well as **work side by side with your child and his or her friends**. It really creates some wonderful memories. There are many opportunities to contribute to your son's or daughter's Madrigal experience. Following are explanations of the various ways you can participate:

Costume Committee: The Costume Committee is responsible for the fitting, cleaning care, and maintenance of all LWE inventory costumes worn by the Madrigal ladies, singers, troubadours as well as the shakespearean actors and musicians. An additional responsibility of the committee is the approval of custom made costumes. The main responsibility of the committee is carried out in September in order to have every student "photo ready" by the first week in October. Basic sewing and creative skills as well as more advanced sewing ability is needed for this committee.

Kitchen Committee: EVERY FAMILY MUST VOLUNTEER AT LEAST ONE SHIFT IN THE KITCHEN! This is a fun time to get to know the other parents and see exactly what goes on 'behind the scenes.' Working a dinner means arriving 1 hour before the doors open and staying until cleanup/resetting for the next show is complete.

Decorations/Set Construction: EVERY FAMILY MUST VOLUNTEER AT LEAST ONE (but preferably both) OF THE TWO DECORATING/SETUP DAYS: 11/26 & 12/4 PLUS EVERYONE IS NEEDED FOR SET STRIKE ON 12/11! Whether you are good at screwing together set pieces, decorating with garland and holly, or just unraveling Christmas lights, we have a job for you! Saturday, November 26 (the Saturday after Thanksgiving) will be the day we decorate the auditorium lobby and transform the hallways in our castle entrance starting at 8:30am. The following Sunday, Dec. 4 we make the stage into a castle and create a banquet hall fit for a king and queen + 200 guests! Construction begins at 10am and we work until we're done...usually by 6pm. Set Strike begins on Sunday, December 11 from approximately noon until 4pm. All boxes will be packed and stored for next year.

Ticket Committee: This group kicks into high gear around the beginning of October when ticket orders begin arriving. The Committee will meet every other week until the first week of December to fulfill orders and create a seating plan. A few committee members will need to help the day of the public sale on 11/12. Also, there will need to be at least one committee member in the ticket booth before every performance.

Green Room Committee: The Green Room Committee works in the Green Room during the Monday and Tuesday rehearsals as well as all five shows. Workers need to be available to help with costumes (lacing up backs, buttoning sleeves, etc) as well as keeping the peace when necessary. Those who can iron or mend are appreciated. Working in the Green Room means arriving one hour before the doors open and helping before the show. One or two parents will need to stay during the show as well as after the show to help everyone get out of their costumes.

Dress Rehearsal/Gifts Committee: This committee coordinates the dinner for the Tuesday dress rehearsal (12/6) as well as coordinating gifts for those who worked so hard on the show. Members of this committee who help with the dinner can expect to arrive around 5 to help set up dinner, serve dinner, and then help clean up afterwards. Helpers are usually done by 6:30.

Coat Check/DVD Sales Committee: This is the committee that checks coats and sells DVDs and CDs before and after the performances. Members of this committee will need to arrive 30 minutes before the doors open, work during the open lobby hours, and then be back before the show ends to help with coat returns and DVD/CD sales afterwards. This committee is a great way to get instant reviews of the kids' performance, and see how all the people are so pleased with their presentation.

It's a lot of work to transform a simple stage and lobby into a Renaissance castle. In the event that we have unforeseen needs, parents will be notified. That's why it's so important to make sure your e-mail address is clearly printed on your volunteer form. Most of the Madrigal communication and information is handled through e-mail. Also, be sure to check the LWE Music website for updates or changes to the schedule – www.lwemusic.org. The website will also have practices and performances listed.

Attached are the forms you and your child will need to complete and send in as well as a time line to help everyone with deadlines. Important items to remember when paying:

- ❖ Cash is not accepted
- ❖ Make all checks payable to LWE unless otherwise indicated
- ❖ Student ID#s must be on all checks
- ❖ Fees can be combined in one check, but please be clear what fees are being paid
- ❖ IBA funds can be used when the check is written to LWE

Also, there will be a professionally produced DVD available as well as professionally shot photographs. So please, **do not plan on shooting photos or videos during the dinners.** If you like, picture taking will be allowed at the dress rehearsals.

This may seem like a lot of information, but if you have any questions, please don't hesitate to contact us if you have any questions. And a big thanks to everyone – in advance – for your help and your enthusiasm. It should be a magical, memorable Madrigal season.

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Information will come from lwemadrigals@gmail.com. Please add this address to your account.