

Welcome Madrigal Parents!

Congratulations to your child on being selected to perform at the 2010 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 we parents 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, but there are three vital days when we need everyone, students and parents both. **Please mark your calendars now.**

* **Saturday, November 27 Lobby and Hallway Decoration**

Beginning at 8:30 am on the Saturday after Thanksgiving, we will decorate the auditorium lobby and transform the hallways in our castle entrance. We'll need many hands to hang curtains, decorate trees, position lights. It's a great way to get into the spirit.

* **Sunday, December 5 Stage Move-In**

The following Sunday, we make the stage into a castle and create a banquet hall fit for a king and queen... and 200 guests. Construction will begin at 10:00 am and we will work until we're done... usually by 6:00 pm. Builders begin the day by constructing the walls and decorators come to complete the banquet hall. This is a big day. If everyone lends a hand, it will go by quickly. Guaranteed. Best of all, it's a lot of fun.

* **Sunday, December 12 Strike the Set**

From approximately noon to 4:00 pm on the day after the final performance, we pack everything away for the next year. Again, if everyone pitches in, it is truly amazing how quickly we finish.

It's a lot of work to transform a simple stage and lobby into a Renaissance castle. In the event that we do need more time, 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. **To keep bookkeeping to a minimum, please pay all fees with separate checks.** Cash is not accepted.

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 don't worry. We'll go over it in detail during our meeting. 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.

Marta Koonce
Cell: 815.412.4717
ddkoonce@att.net

Alysia Lambert
Cell: 708.288.8595
alambert@lw210.org

Music Office - Lynae
815.464.4344
lbleeker@lw210.org

MADRIGAL CALENDAR AND FORM WORKSHEET

All forms should be in separate envelopes and labeled with your child's name and the form description. **FORMS SHOULD BE RETURNED TO THE CHOIR ROOM - NOT THE BLUE MAILBOX.**

Date	Form	Made out to	Check#/Cash	Date Sent
Mon. 9/16	Volunteer Form	N/A	_____	_____
Wed. 9/23	Slip Order Form	LWE Music Dept.	_____	_____
Fri. 10/1	Advance Ticket Order	LWE Music Dept	_____	_____
Wed. 10/13??	Photo Day (2:00-3:45) Order Form Due	Beau James Photography	_____	_____
Fri. 10/15	T-Shirt Order	LWE Music Dept.	_____	_____
Fri. 10/15	Regular Ticket Order	LWE Music Dept.	_____	_____
Tue. 11/9	Program Ads	LWE Music Dept	_____	_____
Tue. 11/9	Meal and Gift Fee	LWE Music Dept.	_____	_____
Sat. 11/13	Public Ticket Sale Lobby 9am -12	LWE Music Dept	_____	_____
Tue. 11/16	Madrigal Recording 3 pm - 6pm			
Sat. 11/20	Tree Decoration - Service Hours Given 8:30 to 12:00			
Sat. 11/27	Lobby and Hall Décor 8:30 am - 6 pm			
Sun. 12/5	Stage Move-In 10 am - 6 pm			
Mon. 12/6 and Tues. 12/7	Dress Rehearsals 4 pm - 8:30			
Wed - Sat 12/8 - 12/11	Madrigal Dinners			
Sat. 12/11	DVD Order Form	Midwest Video Productions	_____	_____
Sat. 12/11	CD Order Form	LWE Music Dept.	_____	_____
Sun. 12/12	Madrigal Strike 12:00 to 4:00			

MADRIGAL COMMITTEE CHAIRS

Overall Parent Chairpeople

Marta Koonce, Chair

(815) 412-4717

ddkoonce@att.net

Billy Vitucci, Co-Chair

(815)806-8823

BCProdInc@aol.com

Set Construction Committee

Bob Swale, Chair

(815) 469-8660

reswale@yahoo.com

Decoration Committee

Marie Desmet, chair

(815) 791-2914

marie.desmet@coldwellbanker.com

Costume Committee

Linda Swale, Chair

(815) 469-8660

(815) 922-9999 cell

LMSwale@yahoo.com

Brenda Michuda, Co-Chair

(815)469-7578

bmichuda@comcast.net

Ticket Committee

Norma Fister, Co-Chair

(708) 278-0050

n.fister@yahoo.com

Karen Smetana, Co-Chair

(815) 545-0280

mas11729@comcast.net

T-Shirt Committee

Liz Gerske, Chair

(815) 469-1301

gerske@sbc.global.net

Kitchen Committee

Diane Leo, Chair

(630)267-4673

theleosme@yahoo.com

Program Committee

Lynae Bleeker

lbleeker@lw210.org

Meals/Gifts Committee

Mary Hosty, Chair

hosty111266@comcast.net

Parent Volunteer Coordinator

Jennifer Bumba

lwemadrigals@gmail.com

Green Room Committee

Donna Waldier, Chair

dwaldier@comcast.net

Coat Check, DVD/CD Sales Committee

Mary and Paul Muenchow, Co-Chairs

(815)469-7605

(815) 735-0116 Paul cell

paulmuenchow@yahoo.com

Student Server Coordinator

Carla Dobrovits, Chair

(815) 464-1822

Dobspc@aol.com

Lincoln-Way East Madrigal
Parent Volunteer Form

Name: _____
Last Father/Guardian Mother/Guardian

Address _____
Street City Zip

Home Phone: _____ Work Phone: _____

Cell: _____ Parent's e-mail: _____

Student _____ Group: MSing Troub MLad Act Musc

I/We are interested in volunteering for the following committees. Please indicate F-Father, M-Mother, B-Both. Remember, every family must have a volunteer in the kitchen.

Costume Committee

Linda Swale, Chair
Brenda Michuda, Co-Chair
Co-chair: F M B
Worker: F M B

Set Construction

Bob Swale, Chair
Co-Chair: F M B
Worker: F M B

Kitchen Committee

Diane Leo, Chair
Co-chair: F M B
Worker: F M B

Decorations Committee

Marie Desmet, Chair
Co-Chair: F M B
Worker: F M B
Tree Set-up: F M B (11/20)
Lobby Décor: F M B (11/27)
Hall Trees: F M B (11/27)
Hall/Greenery: F M B (11/27)
Fireplace: F M B (12/5)
Ladies's Table: F M B (12/5)
Troub's Table: F M B (12/5)
Singers's Table: F M B (12/5)

*It is a requirement that all families
work at least one shift in the kitchen.*

Green Room

Donna Waldier, Chair
Worker: F M B
Co-Chair: F M B

Ticket Committee

Norma Fister, Co-Chair
Karen Smetana Co-Chair
Worker: F M B

Dinner Hallway Committee

Paul and Mary Muenchow, Co-Chairs
Co-Chair: F M B
Worker: F M B

Dress Rehearsal Meals**

Nancy Burke, Chair
Co-Chair: F M B Circle dates you can serve.
Worker: F M B I am available on : 12/6 12/7 both

** All cast members will need to donate bottled water and a dessert for these meals.

ADVANCED TICKET RESERVATIONS
FOR CAST MEMBERS – October 1

*AT THIS TIME, ALL STUDENTS ARE ONLY ALLOWED ONE TABLE (8) OF TICKETS.
THEY CAN BE SPLIT UP BETWEEN PERFORMANCES.*

(EX: 4 FOR THURS, AND 4 FOR FRIDAY)

ALL TICKETS \$28.00 EACH

TURN IN TO CHOIR ROOM WITH PAYMENT ON October 1!

(NOT ANYTIME BEFORE THIS DAY – Orders will be time stamped and filled in order of receipt.)

<u>PERFORMANCE</u>	<u># OF TICKETS</u>
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WEDNESDAY DECEMBER 8, 2010 @ 6:30PM	_____
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THURSDAY DECEMBER 9, 2010 @ 6:30PM	_____
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FRIDAY DECEMBER 10, 2010 @ 6:30PM	_____
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SATURDAY DECEMBER 11, 2010 @ 11:30AM	_____
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SATURDAY DECEMBER 11, 2010 @ 6:30PM	_____
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TOTAL # OF TICKETS ORDERED _____

TOTAL AMOUNT OF MONEY ENCOSED \$ _____

CAST MEMBER'S NAME _____

NAME _____

ADDRESS _____

TOWN _____ ZIP _____

PHONE NUMBER _____

ALTERNATE PHONE NUMBER _____

REGULAR TICKET RESERVATIONS
FOR CAST MEMBERS – OCTOBER 15th.

TURN IN TO CHOIR ROOM WITH PAYMENT ON OCTOBER 15!
(NOT ANYTIME BEFORE THIS DAY)

PERFORMANCE # OF TICKETS

WEDNESDAY DECEMBER 8, 2010 @ 6:30PM _____

THURSDAY DECEMBER 9, 2010 @ 6:30PM _____

FRIDAY DECEMBER 10, 2010 @ 6:30PM _____

SATURDAY DECEMBER 11, 2010 @ 11:30AM _____

SATURDAY DECEMBER 11, 2010 @ 6:30PM _____

TOTAL # OF TICKETS ORDERED _____

TOTAL AMOUNT OF MONEY ENCLOSED \$ _____

CAST MEMBER'S NAME _____

NAME _____

ADDRESS _____

TOWN _____ ZIP _____

PHONE NUMBER _____

ALTERNATE PHONE NUMBER _____

Dress Rehearsal Dinners and Gifts

Name: _____

Dinner will be provided during the dress rehearsals on Monday & Tuesday, December 6th and 7th.

We are also collecting \$5.00 from each student to purchase Thank You gifts for the people who work so hard to make the Madrigal experience special for our children.

Dress Rehearsal Dinners- \$15.00

Directors Gifts- \$5.00

Total: \$20.00

Please make your check payable to **LWE**

Please return by **Friday, November 9th**

Return to the Madrigal Box in the Choir Room

Program Advertisements

To offset some of the printing costs of the program, we have opened 10 - 16 business card size ads for your message to your child or your business to advertise. The price of each ad is \$50.00.

We MUST sell as many ads as we have space!

Please consider sharing your best wishes to the cast or to advertise for your business.

Name _____ Phone _____

E-mail _____

Please include your business card or your written message to the cast or your child below.

Example:

Mr. and Mrs. Lambert wish the best of luck to the cast of the 2008 Madrigal Dinner!

2010 Madrigal Dinner **CD** Order form
MAKE CHECKS PAYABLE TO LWE.

Name: _____

Address: _____

City/State/Zip: _____

Phone#(H): _____ (Wk/Cell): _____

Qty:

CD _____ @ \$12 each = \$ _____

2010 Madrigal Dinner **DVD** Order form
MAKE CHECKS PAYABLE TO Midwest Video Productions.

Name: _____

Address: _____

City/State/Zip: _____

Phone#(H): _____ (Wk/Cell): _____

Qty:

DVD _____ @ \$30 each = \$ _____

Total \$ _____

Madrigals

Tee-Shirt Order Form

Short Sleeved Tee (S-XL) - \$10.00	(2XL) \$12.00	(3XL) \$14.00
Long Sleeved Tee (S-XL) - \$12.00	(2XL) \$14.00	
Hoodie (S-XL) - \$20.00	(2XL) \$22.00	(3XL) \$22.00

Name: _____ Phone: _____

<u>ITEM</u>	<u>SIZE</u>	<u>QTY</u>	<u>PRICE</u>	<u>TOTAL</u>
Short Sleeved Tee	_____	_____	_____	_____
Long Sleeved Tee	_____	_____	_____	_____
Hoodie	_____	_____	_____	_____
TOTAL # ITEMS		_____	TOTAL \$	_____

Make checks payable to LWE Music Dept.

Please return this form along with payment to the MADRIGAL BOX in the choir room NO LATER THAN, October 15th.