

Welcome Madrigal Parents!

Congratulations to your child on being selected to perform at the 2009 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 28 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 6 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 13 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.** We really appreciate it.

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.

Mary Jane Guymon
(815) 806-0303 or (708) 217-8955 cell
mjguymon@hotmail.com

Dianne Gallagher
(815) 464-7369 or (815) 277-6298 cell
diyanne@aol.com

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
Wed. 9/23	Volunteer Form	N/A	N/A	_____
Wed. 9/23	Slip Order Form	Linda Swale	_____	_____
Thurs. 10/1	Advance Ticket Order	LWE Music Dept	_____	_____
Wed. 10/14	Photo Day (2:45-4:30) Order Form Due	Beau James Photography	_____	_____
Thurs. 10/15	T-Shirt Order	LWE Music Dept.	_____	_____
Thurs. 10/15	Regular Ticket Order	LWE Music Dept.	_____	_____
Wed. 11/11	Program Ads	LWE Music Dept	_____	_____
Fri. 11/13	Dress Rehearsal Fee	Nancy Burke	_____	_____
Sat. 11/14	Public Ticket Sale Lobby 9am -12	LWE Music Dept No phone orders please	_____	_____
Wed, 11/18	Madrigal Recording 3 pm – 6pm			
Sat. 11/21	Tree Decoration – Service Hours Given 8:30 to 12:00			
Sat. 11/28	Lobby and Hall Décor 8:30 am – 6 pm			
Sun. 12/6	Stage Move-In 10 am – 6 pm			
Mon. 12/7 and Tues. 12/8	Dress Rehearsals 4 pm – 8:30			
Wed – Sat 12/9 – 12/12	Madrigal Dinners			
Sat. 12/12	DVD Order Form	Midwest Video Productions	_____	_____
Sat. 12/12	CD Order Form	LWE Music Dept.	_____	_____
Sun. 12/13	Madrigal Strike 12:00 to 4:00			

**2009 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
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

Dianne Gallagher, Chair
Co-Chair: F M B
Worker: F M B
Tree Set-up: F M B (11/21, 12/6)
Lobby Décor: F M B (11/28)
Hall Trees: F M B (11/28)
Hall/Greenery: F M B (11/28)
Fireplace: F M B (12/6)
Ladies's Table: F M B (12/6)
Troub's Table: F M B (12/6)
Singers's Table: F M B (12/6)

Program Committee

Lynae Bleeker, Co-Chair
Eric Nush, Co-Chair
Worker: F M B

Ticket Committee

Mary Jane Guymon, Co-Chair
Norma Fister, Co-Chair
Worker: F M B

Parent Volunteer Coordinator

Bonnie Blomarz, Chair
Co-Chair: F M B
Worker: F M B

Dinner Hallway Committee

Jan Ricker, Chair
Co-Chair: F M B
Worker: F M B

Dress Rehearsal Meals

Nancy Burke, Chair
Co-Chair: F M B
Worker: F M B

T-Shirt Committee

Jen Bumba, Chair
Co-Chair: F M B
Worker: F M B

Green Room

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

Please list any skills or service you would be willing to share with us for this Madrigal Dinner Production:

Please complete and return to Mary Jan Guymon, Dianne Gallagher or Bonnie Blomarz this evening or have your student return this form to Mrs. Lambert by Wednesday, September 23.

Madrigal Costumes

COSTUME FEE: Please turn in your costume fee to Mrs. Lambert if you haven't already done so. This covers repairs and final dry cleaning.

Madrigal costumes are all handmade and require very careful handling:

CLEANING: If your costume becomes soiled during the season, please let the costume chairperson know, or have it professionally dry cleaned, preferably at Hi-Way Cleaners in Frankfort.

REPAIR: If a simple repair becomes necessary and you are comfortable doing it yourself, you may do so. Otherwise, contact the costume chairperson. Hot glue may *only* be used on the hats or headpieces.

JEWELRY: Look for Renaissance style jewelry. Search the web for portraits of Tudor nobility for ideas.

For Girls: Lots of pearls, drop-style earrings, colored gems, rings, girdle belts

For Boys: Large chains with or without bulky pendants (Christmas ornaments often work well,) many large rings (think King Henry VIII)

The school has a limited supply of jewelry available for borrowing.

SLIPS/PETTICOATS: All Ladies and female Singers must have a full slip. Slips are \$36.00 and an order form is in your packet. Please make checks out to "Linda Swale." You may also borrow one from a former Madrigal or borrow a bridal slip. Female actors and instrumentalists DO NOT need a slip.

BOYS: Boys need to purchase black or white dancing tights. These can be found at a Dance store (Star Dancewear in Orland Park) or online: www.discountdance.com or www.allaboutdance.com. Do not purchase opaque hose from a department store.

SHOES: All boys and instrumentalists must wear flat dance shoes like a black ballet or jazz shoe. Black Isotoner slippers or Drill Master marching shoes are also acceptable.

All Ladies and female Singers should wear a flat comfortable shoe unless advised otherwise at their dress fitting.

IMPORTANT: *If you are having your costume made, it must be "picture ready" by October 14.******

If you have any questions at all, do not hesitate to contact me:

SLIP ORDER FORM

Name: _____

Phone: _____

___ Petticoat(s) @ \$36.00 = _____

Please enclose with cash or check made out to "Linda Swale" in a separate envelope labeled Slip Order Form and place in the Madrigal box in the choir room by Wed, Sept 23.

(Office use only) Cash Check# _____ Date Rec'd _____

Beau James Photography

815-263-3440

A professional photographer from Beau James Photography will be taking formal individual portraits and a full group photograph of the Madrigals. The finished packages will be available for pick up from your director, *three weeks after the event.*

Student Name _____ <i>LWE Madrigals '09</i>
Phone Number _____ Character _____

Portrait -- Mark choices

<input type="checkbox"/> Package A \$20	<input type="checkbox"/> Package B \$20	<input type="checkbox"/> Package C \$20
4 5x7	1 8x10	2 5x7
	2 5x7	8 wallets

Package D \$28

- 1 8x10
- 2 5x7
- 8 wallets

Additional (after package purchase)

Portrait units may be added for \$8 each:

1 8x10
 2 5x7
 8 wallets

Button \$3

Round magnet \$4

Full Group Photograph -- Mark choices

<input type="checkbox"/> 10x8 \$12	<input type="checkbox"/> 3x2 magnet \$4
<input type="checkbox"/> 16x8 \$20	<input type="checkbox"/> 10x4 magnet \$10

Total: \$ _____

Payment and order form due at time of portrait on October 14th.
Cash or check payable to **Beau James Photography.**

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. Please return this form with payment in an envelope marked MADRIGAL ADS to the box in the choir room by Wednesday, November 11th. All checks should be made out to LWE Music Department.

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 2009 Madrigal Dinner!

Dress Rehearsal Dinner and Gifts

Dinner will be provided for \$ 15.00 during the dress rehearsals on

Monday and Tuesday December 7th & 8th.

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

Dress Rehearsal Dinner-\$15.00

Directors Gifts-\$5.00

Total: \$20.00

Please make your check payable to Nancy Burke

Please return by **Friday, November 13th.**

Return to the **MADRIGAL BOX in the Choir Room.**

If you would like to help at one of the Dress Rehearsal Dinners, please e-mail me (Nancy Burke) wilmarliz@sbcglobal.net

Dress Rehearsal Dinner and Gifts

Student Name: _____

Enclosed: \$20

Check payable to Nancy Burke.

Please mark your envelope REHEARSAL DINNER AND GIFTS and return to the Madrigal Box in the Choir Room.

___ Yes, I can help at one of the Dress Rehearsal Dinners

Parent Name _____ e-mail _____

Phone _____

(Office Use Only) Cash Check# _____ Date rec'd _____

2009 Madrigal Shirt Order Form

Short-Sleeved Tee (S-XL)	\$10.00	(2XL) \$12.00	(3XL) \$13.00
Long-Sleeved Tee (S-XL)	\$13.00	(2XL) \$14.00	(3XL) \$15.00
*Hooded Sweatshirt (S-XL)	\$21.00	(2XL) \$24.00	(3XL) \$26.00
Tote Bag	\$12.00		
Badge	\$ 5.00		

Name _____ Phone _____

E-Mail Address _____

<u>ITEM</u>	<u>SIZE</u>	<u>QTY</u>	<u>PRICE</u>	<u>TOTAL</u>
Short-Sleeved Tee	_____	_____	_____	_____
Long-Sleeved Tee	_____	_____	_____	_____
*Hooded Sweatshirt	_____	_____	_____	_____
Tote Bag		_____	\$12.00	_____
Badge		_____	\$ 5.00	_____
TOTAL # ITEMS _____			TOTAL \$ _____	

Circle One: CASH CHECK (# _____)
(Make checks payable to LWE Music Dept.)

Please return this form along with payment in an envelope marked **MADRIGAL SHIRT ORDER** to the musical container in the choir room **NO LATER THAN OCTOBER 15TH**. If you have any questions, please contact Jennifer Bumba at jenbumba@gmail.com

* Please note: Hooded sweatshirts run small.

2009 Madrigal Dinner

CD Order Form

Name: _____

Address: _____

City/State/Zip: _____

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

Qty:

CD _____ @ \$12 each = \$ _____

Please return this form along with payment in an envelope marked MADRIGAL CD ORDER to the musical container in the choir room NO LATER THAN DECEMBER 12TH. All check should be made out to LWE MUSIC DEPARTMENT.

For Office Use Only: Total \$ enclosed _____ Cash/Check* _____

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815-478-7500

www.midwestvideoproductions.com

Madrigals 2009

Midwest Video Productions of Illinois has been invited to professionally capture this years Madrigals in December, 2009. This event will be produced using multiple cameras and provided on DVD.

DVD's are only \$30.00 and will come in a custom case, produced in Dolby Digital with chapters. This event will be a great keepsake for many years to come.

Please fill out the form below and mail it into MVP

By December 12th 2009

MVP

15537 Tyndall Ct.

Manhattan, IL. 60442

If you have any questions, please feel free to call us at **815-478-7500**

Madrigals 2009

East Campus

\$30.00

CHECKS NEED TO BE MADE OUT TO: **MVP**

Performers Name: _____

Street: _____

Town: _____ Zip Code: _____

Phone number: () _____

Number of copies _____ Amount enclosed _____