



# NATHAN HALE Arts Magnet School



## Concert and Showcase Past Practices and Procedures

All past practices and procedures have been carefully curated,  
with family input, throughout the last eight years.

# Concert/Showcases

- Winter Concert, Band, Chorus, Dance (December or January)
- All B/C/WMD/D performances are on Thursdays
- Black box end of year theatre performances have been successful on a Tuesday and Thursday of the same week.
- Starting after april break (usually every two weeks but we have strayed from our concert date algorithm in recent years)
- Not going into June due to field trips, field day, EOY assemblies as well as families start vacations.
- Performances begin at **6pm** and should last around **40 minutes** (many concerts are shorter). Throughout the years we have found that any longer than that is challenging for our audience.



# After School

This is for band, Chorus/WMD and Dance

All black box theatre production have students going home and returning

- In order to ensure as many students have the opportunity to participate in a performance, students stay after school. A list of students staying after is provided to Carla/office staff the week of the show
- During this time, students are split into groups (depending on numbers between 2-4 groups) and sent to different rooms.
  - Rooms we typically use:
    - Dance Room
    - Band Room
    - General music room
    - Art Room - Sometimes/when needed
- Students are expected to rest/relax, we offer them a movie to watch and they can socialize during this time. Sometimes, we use this time for an extra final rehearsal.



# Dinner

This is for band, Chorus/WMD and Dance

All black box theatre production students are provided a small after performance snack. The expectation is that they eat dinner before they return

- To ensure students have enough energy to perform, we offer them a “pizza snack”.
- Pizza order is called into Supreme Pizza (Mr. G’s has also been a pizza vendor in the past) about a week before the performance.
- Pizza is usually picked up by a colleague who volunteers to do so or delivered.
- Our Pizza has been paid for many different ways throughout the years.
  - Admin purchasing with personal CC and getting reimbursed
  - PTO
  - Generous family donation
  - Brigaid
  - Band/Choral/Dance educators purchasing with their personal CC but does not get reimbursed
- Students receive one small water bottle with their pizza. These water bottles are purchased at aldis and are purchase by the specific director for that performance. Anything left over is stored in the dance space for future performances.
  - In storage now are:
    - Plates
    - Gloves for serving
    - Napkins
    - 20 small water bottles



# Parking

- Parking is incredibly challenging at NHAMS. We have come up with a system that helps mediate the neighborhood complaints. In Mrs. Kennon's experience there has not been one performance in which there hasn't been some sort of parking complaint, it just comes with the territory.
- At **5:00pm** on a show day the custodians on duty are asked to open the basketball court gates. Performance go-ers can park in the regular parking lot and the basketball court.
- There have been times where colleagues and admin have been outside helping with parking when it is a big show.
- Parking is usually the ***only*** reason a show begins late.



# Administrative Expectations

- Assisting with parking outside
- Assisting with guiding performance go-ers into the gymnasium
- Supporting educator(s) if any family members present challenges
- Supporting during dismissal in front of stage (see dismissal page for procedure)
- Closing the main hallway doors: These doors should be closed around 4:30 (double doors in front of the main office and double doors in front of Mr. Patrick's office) and absolutely no family members or other performance go-ers are allowed through the main hallway unless it is a dyer emergency.
- ALL Performers are expected to stay the entire concert/showcase. Family members will try to pull their performer in the middle of our show, administrators have been extremely helpful curbing that during the show.



# Practice

- For winter performances, practices in performance area can happen after school on the day of the show.
- For Spring performances, usually, a full run through happens during the ¼ essentials blocks in the performance space (gymnasium/stage). The current and former PE teachers have been very understanding and accommodating. We try to give them ample notice of displacement.



# Backstage

- In recent years, backstage has been run by Mrs. Kennon. This came to be through an act of kindness between Lisa(previous CD)/Jill(previous BD)/Sara so that colleagues can worry about their actual performance instead of other logistical needs like the back stage.
- Students wait in the hallway(cross roads) or specific indicated rooms in specific groupings. For stage performances, students enter and exit through the band room. For when the choral risers on set up, students enter through the side gymnasium door and back gymnasium door from the atrium and walk to their space on the risers.
- Backstage is incredibly different for the dance showcase as there are specific spaces for dressing areas.





# Dress/Attire

- For band/Choral/WMD - attire has traditionally been 'Black and White your way'. This can be set by the individual directors.
- For dance, there are costumes for every dance in the showcase. All provided by and are property of NHAMS. Mrs. Kennon is in charge of sorting, organising and cleaning costumes for performances.



# Stage/Space

- Winter Show
  - Band on stage
  - Aca in front of the curtain
  - Chorus risers to left of stage
  - Dance on risers
- Spring Shows
  - Per specific educator choice



# Notices

- Save the date
- Notice with form
- Last notice
- Dance has atleast two additional notices that outlines hair and costume expectations



# Dismissal

- The dismissal process that has shown most effective is as follows:
  - ALL student line up in the band room
  - One or two staff members are on the stage
  - Students enter the stage **one at a time** and stand next to the staff member.
  - Staff member looks for that students family member
  - Once the staff member has received an acknowledgment from the family the student may exit off the stage using the front stairs and go to their family for pick up.
  - If a students family/pick up is not in the audience, the staff member asks the student to step aside and continue through the line.
  - Administrators usually stand in front of the stage to prohibit family members from rushing the stage and trying to retrieve their student without following protocol.
  - This process takes a little bit longer but ensures students go to the right adult.



# Volunteers

- We **BEG** colleagues to help with the after school time and the concert backstage
- We usually send emails, announce over the PA and (if applicable) make in person announcements at staff meetings.
- We have in certain cases allowed paras to help with concert afternoons and evenings. We have gotten specific permission for them to put in for that extra time as well.
- This is a kryptonite of ours and we humbly ask for admin help in getting more colleagues help.



# Custodial set up/break down

- Set up happens once classes are done in the gymnasium on show day. (only done earlier if a specific teacher has approved it with PE colleague)
  - Winter show
    - Chairs
    - Risers
    - Stage
  - Spring shows
    - Depending on show
- Chairs and risers away after show
- Sound is on us



# School Show

- We have not traditionally done a school show for *immense* logistical purposes. Dance has full costume changes that would entail spaces needing to be used.
- We have done informance type presentations through town hall assemblies.



# Sound System

- We do not use our built in system in the gym. We have an external system that was purchased for the music department with the intent to use it for our shows.
- At this time, Dan Fagan is equipped to set up this system.





# Program

- Template
- Educators add in their info
- Students names
- Specific educator makes copies for their performance



# MC-ing

- Sara can introduce the show and will go over the dismissal expectations for winter show if Admin does not want to.
- For spring shows, the specific educator presents the entire show (If asked, others can step in)



# After-care

- Any aftercare programs have previously been asked to stay in the cafeteria for the duration of the afternoon on a show day.
- The gymnasium and rooms that we need are off limits.



# Rec programs/Guests

- During concert days, rec or any organizations regularly scheduled to use our spaces are communicated that the building is unavailable for those days. Carla is great about that communication.



# Thank You!

- Thank You for reviewing our NHAMS concert procedures. We are such a unique school community and our performances really highlight that!

