

Sunnyvale Ward

Church of Jesus Christ of Latter-day Saints

771 W. Fremont Ave., Sunnyvale, CA 94087

Contact: Sandra Koelzer skoelzer@mac.com 408-732-4349

www.chebella.org

Information Packet for

Boy Scouts

Parents

Leaders

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the beautiful program of vocal, instrumental and other entertaining, high quality music.

- When:** Saturday evening, 22 January 2005, 7:00 p.m.
- Where:** Sunnyvale Ward, cultural hall
771 W. Fremont Ave., Sunnyvale, CA 94087
- Who's Invited:** Everyone! Family, friends, teachers, neighbors, other Scouts
- Cost:** There is no Admission Charge. All donations will be accepted.

How To Earn Money from *Che bella musica!*

All monies donated at the concert will be deposited to the Troop bank account. Each Boy Scout who fulfills the Requirements stated in this document will earn a pro rata share of the donations.

Example: \$2,400 donated / 12 Scouts who fulfill requirements = \$200 per Scout

Boy Scout Requirements:

1. Wear full Class 1 uniform. You should wear medals, sashes, patch jackets, etc.
2. Choose a job from the SHOW Jobs list, tell Sandra Koelzer which job you have chosen, then complete your job.
3. Sign in and sign out on the SHOW TIME poster on January 22nd. The poster will be taped to the Relief Society room door.
4. Some Scouts may not be able to attend the concert on January 22nd. You can still earn a pro rata share of the donations. Simply choose a NO SHOW job from the SHOW Jobs list, tell Sandra Koelzer which one it is, complete it, and report its completion to Sandra.
5. Understand the fund raiser event, understand the jobs to be done, and be able to answer any question from any of the guests on January 22^{nd.}.

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- Responsible for organizing and promoting fundraising concert
 - Contacts performers and communicates all information
 - Communicates with Scouts and Troop Committee leaders
 - Advertises concert
 - Ensures all details are executed the night of the concert

ACCOMPANIST

- Responsible for providing piano accompaniment for singers and other musicians on January 22nd
- Learns music needed for the concert
- Rehearses with musicians prior to concert
- Dresses in concert black instead of Class 1 Scout uniform

PRINTING SPECIALIST

This is a NO SHOW job

- Responsible for printing and distributing show documents before 6 p.m. on January 22
- Receives master documents and printing instructions from PRODUCER
- Prints programs and takes them to Donations Tables by 6 p.m. January 22
- Makes SHOW TIME poster and tapes to Relief Society door on January 22
- Prints performer name tags for dressing room doors
- Prints SHOW Schedule and tapes to performer dressing room doors, back stage doors
- Prints and cuts donation slips, and takes them to Donations Tables by 6 p.m. January 22
- Prints Performer Appreciation letters, puts them in envelopes, addresses them, and takes them to Donations Table by 6 p.m. January 22

LIGHTING SPECIALIST

LIGHTING SPECIALIST ASSISTANT

- Responsible for cultural hall lighting, stage lighting and other lighting needs for performers. Works closely with SOUND SPECIALIST, STAGE MANAGER and PRODUCER
- Understands lighting needs for each act, from discussion with PRODUCER or individual performers
- Provides all lighting support during concert on January 22
- Replaces lighting equipment during clean up after concert on January 22

- Works closely with LIGHTING SPECIALIST and STAGE MANAGER
- Replaces audio equipment during clean up after concert on January 22

COLORGUARD, FLAG SPECIALIST

- Responsible for organizing a colorguard and preparing flag and flagstand before 6 p.m. January 22
- Rehearses colorguard so colors can be presented and removed properly
- Assembles colorguard at attention at 6:55 p.m. on January 22
- Organizes opening and closing prayers for concert on January 22
- Advises Sandra Koelzer of names of prayers by January 22
- Assists with general clean up after concert concludes on January 22
- During clean up time on January 22, replaces flags and flagpole in proper closets

STAGE MANAGER

STAGE MANAGER ASSISTANT

STAGE MANAGER ASSISTANT

STAGE MANAGER ASSISTANT

- Responsible for making sure all performers are on stage at the right time
- Responsible for opening and closing curtains properly
- Moves all props on and off stage and riser area
- Moves pianos into position then back to waiting area
- Ensures back stage remains clear and unobstructed, since performers and crew will be moving behind the curtains during the concert
- Solves problems of individual performers, crew, ushers, and others
- Ensures backstage crew have chairs and tables as needed
- Works closely with LIGHTING SPECIALIST, SOUND SPECIALIST and PRODUCER

USHER

USHER

- Responsible for pleasantly greeting guests, offering each guest a printed program, and assisting any guest needing help finding a chair
- Answer any questions from the guests
- Helps clean up cultural hall at conclusion of event

- Does not count money or play with money
- Advises guests that checks can be made to Boy Scout Troop 444
- Advises guests that all donations will be given to Troop 444
- Helps clean up cultural hall at conclusion of event

VIDEOGRAPHER

- Responsible for making a video tape recording of the concert on January 22, using a tripod or stand for camera to avoid disturbing audience during the performance.
- Edits and makes copies of tape as directed by PRODUCER

FACILITIES SPECIALIST

This is a NO SHOW Job

FACILITIES SPECIALIST ASSISTANT

This is a NO SHOW Job

FACILITIES SPECIALIST ASSISTANT

FACILITIES SPECIALIST ASSISTANT

- Responsible for setting up physical arrangements for January 22 concert in the cultural hall, the performer dressing rooms, the green room, and the stage, according to diagram provided by PRODUCER
- Sets up 300 chairs in cultural hall before 6 p.m. January 22
- Uses Classroom Chair Chart to mark how many chairs are removed and returned to each classroom
- Sets up donation tables and chairs with tablecloths, donation receipts, pens, money baskets
- Sets up stage by ensuring black backdrops are straight, stage is clean and no backstage is showing when curtains are open
- Moves pianos to position in front of stage, per diagram
- Sets up risers in front of stage, per diagram
- Sets up microphone stands per diagram
- Sets up videographer table per diagram
- Makes sure restrooms are clean, waste bins have fresh plastic bags, and there is adequate soap and paper towel
- Following clean up, ensures building is returned to same state it was prior to set up

•Greets performer, escorts to Room 3, is available for errands

ASSISTANT

•Greets performer, escorts to Room 4, is available for errands

ASSISTANT

•Greets members of group, escorts them to Jr. Chapel Primary Room, is available for errands

ASSISTANT

•Greets 2222X, escorts to Room 5, is available for errands

ASSISTANT TO *Ocho Mano* PIANO QUARTET

•Greets members of Quartet, escorts them to Chapel, is available for errands

ASSISTANT

•Greets performer, escorts to Nursery Room, is available for errands

6:15 p.m. **SHOW Job specialists arrive**

6:30 p.m. **Sound checks, lighting checks, props checks completed, guests and performers begin to arrive**

6:55 p.m. **Colorguard assembles**

7:00 p.m. **Welcome by Scoutmaster Master of Ceremonies**

7:02 p.m. **Invocation**

7:05 p.m. **Presentation of the Colors, Pledge of Allegiance**

7:10 p.m.

7:25 p.m.

7:40 p.m.

7:50 p.m.

8:00 p.m.

Intermission

8:15 p.m.

8:25 p.m.

8:40 p.m.

8:55 p.m. **Closing by Scoutmaster**

9:00 p.m. **Retiring the Colors**

9:05 p.m. **Benediction**

9:45 p.m. **Building clean up completed**