

February 17, 2015

Dear Director,

J. Frank Dobie High School welcomes you to our campus for the 2015 UIL High School Orchestra Concert and Sight-Reading Contest on Wednesday and Thursday, March 11-12, 2015. On the Region 19 website, you will find a map to Dobie High School, a map of Dobie High school, and site and contest information.

We anticipate a smooth contest which runs on time. Please help us by providing accurate seating charts and getting all information to Ben Gollehon in a timely manner.

Busses will enter on the south side of the school, just past Moore Elementary (just past the Dobie marquee sign). Upon pulling up to the Auditorium entrance, our student greeters will meet your bus and escort your group to the uncasing area. Your group will have the same student greeter for the entire contest process. Directors will need to report to the contest office, located in our small ensemble room, in order to check in and drop off scores, and if needed, turn in up-to-date seating charts and Form 1's.

In the Warm-Up Room, on Stage, and in Sight-Reading, you will have a podium, and a chair/stand setup matching your seating chart. Additionally, the warm up room will have a McAdams metronome/tuner. You will need to bring your own bass stools, rock stops, and any other equipment you wish to use. If you wish to expedite the setup process, we recommend having two or three student representatives assist with the setup prior to your group's entering the space.

Our student workers are prepared to set up all three spaces for you, guide your group from space to space, confirm your performance order for the pre-concert announcement, get you the right parts in the sight-reading room, help you keep track of your time in Warm Up and Sightreading, and find a host or contest official if any issues arise they cannot address.

You will conclude your time in the Warm-Up Room 5 minutes before your performance time, in order for the group following you to begin their warm up on time.

A few considerations:

- Our stage piano is a concert grand, so plan your stage setup with this in mind.
- If you are bringing a full Orchestra, please email us your large percussion needs and riser numbers as soon as possible. We are able to provide a few simple things. We will not furnish mallets, sticks, cymbals, snare drums, orchestra bells, or other small accessories.
- If coming or going between 7-8 AM, or 2-3 PM, allow extra time for school traffic during our arrival and dismissal.
- Please let us know if your group needs to be here for any extended amount of time before or after your performance. We will do what we can to accommodate you. Students listening to the performances of other schools must have parents or directors with them while in the auditorium. We understand that bus schedules can be inflexible at certain times in certain districts.

- If you have parent chaperones that will be left with students – apart from the director – while you are here during school hours, they will need to sign in with our front office and receive a visitor's badge.

At the conclusion of your Sightreading performance, the student workers will take your students back to their casing area while Directors go to the Contest Office to collect results and sign out.

If you have need of any special accommodations, please email me as far in advance as possible and we will try to be as helpful as possible.

Looking forward to hosting you, and best of luck to you and your students during these finals days of contest preparation.

Sam H Flippin

Dobie High School Orchestra Director

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