

Saturday, March 15th, 2025
Elementary Choral Festival Performance Schedule
Rose Auditorium, South Salem High School

	Concert Session 10:00 am-11:00	Concert Session 11:30 pm-12:30 pm	Concert Session 1:00-2:00 pm	Concert Session 2:30-3:30 pm	Concert Session 4:00-5:00 pm
Yellow (Band Room)	Cummings Elementary Warm up: Band Room	Forest Ridge Elementary Warm up: Band Room	Harritt Elementary Warm up: Band Room	Candalaria Elementary Warm up: Band Room	Keizer Elementary Warm up: Band Room
Blue (Band Room)	Gubser Elementary Warm up: Band Room	Swegle Elementary Warm up: Band Room	Hallman Elementary Warm up: Band Room	Chapman Hill Elementary Warm up: Band Room	Miller Elementary Warm up: Band Room
Orange (Choir Room)	Highland Elementary Warm Up: Choir Room	Bush Elementary/Englewood Warm Up: Choir Room	Morningside/Salem Heights Elementary (ASL Interpreter) Warm Up: Choir Room	Hoover Elementary Warm Up: Choir Room	Mary Eyre Elementary Warm Up: Choir Room
Green (Orchestra Room)	Chavez Elementary (30) Warm up: Orchestra Room	Schirle Elementary Warm up: Orchestra Room	Kennedy Elementary Warm up: Orchestra Room	Yoshikai Elementary Warm up: Orchestra Room	Pringle Elementary Warm up: Orchestra Room

1. **Seating:** To see how your groups will be seated, click [here](#)
2. **Video Walkthrough** (really helpful- thank you Kathy Kem!)
3. **Day Of:** 20-25 minutes before performance time: Choirs and Directors will go straight to their warm up rooms downstairs.
4. **Concert Session:** First On Important! If you are on first, you will go directly from the warm up room to the stage.

5. **Adjudicator:** Here is who is serving as your feedback/adjudicator. Feel free to reach out.

9:00 AM-10:00 AM	10:30 AM- 11:30 AM	12:00 PM- 1:00 PM	1:30 PM- 2:30 PM	3:00 PM- 4:00 PM	4:30 PM- 5:30PM

6. **Concert Order:** The order of the performance cannot be changed, due to the unique flow of each choir , numbers in the auditorium, and equity and opportunity for performers. The committee, Kathy Kem and Dr. Lytle have been very thoughtful and taken a lot of time over the past two years to create an equitable order and flow in organization for spaces. The organization and order is very similar to last year's performances. Please see Dr. Lytle if you have any questions or concerns.

-----All Other details (sent out in December/January)-----

Performance Schedule

1. Looking ahead: **Due: January 20, 2022- [Form Here](#)**
2. **How much time does my choir have to perform on stage?** Choirs have approximately **8 minutes** to perform once on risers. This is your repertoire selections, performance tracks if using, accompanist name, performance needs, soloists, mics, etc. A google form will be sent out.

Communication to family timeline:

If you are needing some guidance in when to communicate with families, in the past, we have suggested monthly communication letters.

Here are the initial communication letters both in Spanish and English.

[Here's the English version](#)

[Here's the Spanish version](#)

Suggested communication timeline

- December- or earlier with an initial letter in your own communication: 1st communication
- January 13th: 2nd communication
- February 13th: 3rd communication
- March 6th: or week of- final reminder

Transportation needs:

Please see Steve if you are in need of bus transportation.

ECF team worked on the schedule, taking many things into consideration along with requests at specific times, numbers in each session and a healthy blend of our areas. In addition to our added concert time, we want to accommodate our teachers who are wearing multiple hats this day and need to be at solo and If you foresee a problem please reach out to Ariana Recher: recher_ariana@salkeiz.k12.or.us..

Non-Performers: [Sign up Here](#)

Schools who are not performing this year and instead, volunteering. We ask that you only serve 1, max 2 sessions to ensure everyone has a place and is not overtasked.

Your presence and volunteer time last year had a large impact on the flow of the day, communication to families and all of us who had choirs performing. Thank you! If you cannot attend this day, please let Steve know.

Wright	McKinley	Hallman	Myers	Battle Creek	Miller	Hammond	Weddle	Highland	
Sumpter	Richmond	Washington	Brush College	Lamb	Scott	Four Corners	Kalapuya		

Thank you team,

Your choral festival committee,

Brooke Brooks, Becky Griffiths, Kelsie Demianew, Mick Bryson, Allie Vandermolen, Ariana Recher

ECF Questions:

1. Will someone be there to help guide us into the auditorium? **Yes, you will have choir guides**
2. **NEED A BUS TO ECF?** If you need a bus for Elementary Choral Festival, please get a quote from transportation and send that to Sheila and Steve.
3. **NON-PERFORMING STAFF:** If you haven't signed up for a concert slot to support yet, please do that by the end of the day tomorrow (Thursday).
4. **NON-PERFORMING STAFF:** When you arrive, check in at the Information Desk in the lobby of the Rose. Please arrive 30 minutes before the concert you are scheduled to support. You will be helping with the pre-concert needs, crowd control, and dismissal at the end of the program.
5. **FLOW OF TRAFFIC:** We are asking that everyone enters through the main doors into the lobby. All other doors will be for exiting the building only in attempts to stop traffic jams.
6. **CONCERT SLOT CHANGES:** Along with Steve's guidance, the team has opted (for a variety of reasons) not to swap any of the time slots for the event.
7. Can the ECF team AND Capitol Community Media come on Friday after students leave to set up for the event so we don't have to get there quite so early on Saturday morning? All of us will need access to the theatre and the music rooms (I've CC'd the South music team so they're aware).

I am actively working with Capital Media to figure out times for the load in. Hunter and I spoke on Saturday night and we will communicate about load in times. ECF is welcome to come in on Friday to set up after school. How much time do you need? You will need to do a facilities request for the rooms with Rhonda Miller. I have cc'd her to this email. I only reserve the Rose Auditorium and its support rooms. All classrooms must go through the main office.

8. Will the desk outside the Culinary classroom be accessible? We were hoping to use this space as our Information Desk/Volunteer Check-in.
 - a. If it is not available to us, will I be able to use the tables used in the lobby for All City.
9. I am not sure about the culinary space. I will need to ask if we can use it. As for tables and chairs, they will be available. Let me know how many you need.

10. Can we have doors on both sides of the auditorium unlocked for the audience?

Yes

11. We'll need to make sure both elevator doors are accessible before the event begins.

Not a problem

12. You talked about using strike tape to put directional arrows on the floor in the downstairs hallway. Is that still an option? Do I need to provide the tape?

It is not a problem. Here is a link to the tape that you will need. They have various colors and widths. I would recommend a 1" in florescent yellow, green, or orange.

https://www.amazon.com/stores/page/2A66921F-6EE7-4939-8CB7-A5D4974B8A50?ingress=2&visitId=090362e5-1e1f-4afe-bfb4-717455ddf546&ref_=ast_bln

13. Is the Ensemble Room the last room in the row of practice rooms behind the stage? We are planning to use the Ensemble Room as a break space for our volunteers and staff.

Yes. The ensemble room will be available during your event.

14.