

# Choir Support

## Bella Voce Dresses

- Prior to the first concert all students in Bella Voce must be fitted into their concert uniforms.
- Prior to the fittings, compare last years dress list with this years to see if there are returning students who hopefully will still fit into their gowns.
- Bag up and label returning students dresses so that they can try them on during fittings
- As new students are fitted, record the dress and bag numbers on a new google sheet.
- Work with Mr. Fisher to setup a time for fitting the students.
  - Dresses will need to be hemmed properly, be prepared with a slip of paper describing how to hem the dress so each student receives one at fitting.
  - If you want to assist with hemming you can or Mr. Fisher may ask you to help him find a seamstress who can hem the gowns.
- See if Mr. Fisher wants the dresses to go home during fittings to be hemmed or if he wants to distribute them prior to the first concert.
- If you fit in early fall double check with Mr. Fisher to make sure there are not any new students who need to be fitted in the spring.

## End of Year

- Arrange to have some help at the last concert to collect the dresses
- Make multiple copies of the spreadsheet from the fall to have volunteers check in.
- Have large garbage bags to put the dresses in and leave the bags neatly folded in the uniform room.
- Make sure the students turn in their dress, waist ribbon, and bag
- Check over dresses to see if they need any repairs. (check the underarm area as this area sometimes rips)
- Take home the dresses to wash them, you can ask for help with this as well if you have a volunteer who you know and will be able to get the dresses from.
- The dresses can be washed with a delicate cycle and dried on low.
- Once all dresses are washed, return them to the school and hang them up in the area for Bella Voce uniforms. There are labels on the clothing rod with dress sizes so you can sort them and have them ready for the next school year.

## Miscellaneous

- If new dresses need to be purchased then the numbering system used is the size and the number of that dress. For example if it is a size 2 and this is the 9th size 2 dress the number on the dress will be 2-9. The numbers are written on the back facing of the gown with a permanent marker. It is written on the underside so it cannot be seen unless you flip the facing over.
- Get to Mr. Fisher right away if you feel there is no dress that will work for a particular student you can ask him to order one. It takes several weeks to order and ship new dresses.

## Hemming directions

Dresses need to be hemmed about an inch above the floor. Please make sure you have on the shoes you will be wearing for performances before determining the hem.

- Do not cut the dresses, roll the hems. These dresses will be used by different girls in the new year and we may need a longer hem.
- Do not sew the hem on a sewing machine, they need to be hand sewn
- Do not use hem tape as it does not remove without leaving residue on the material
- Make sure you do not lose the ribbon tie for the dress.

## Field Trips

- At the beginning of the school year check in with Mr. Fisher and find out what the field trips are for the school year. Typically he can give you dates, choir involved and number of chaperones requested. I put in calendar reminders so I remember to send out emails several weeks prior to the field trips to get chaperones.
- Email parents of the group participating to see if you can get any volunteers. Be sure to copy Mr. Fisher on the email so he knows what is going out.
- You may have to send out several emails for each trip, parents have not been available all the time to chaperone.
- Once you have the chaperones, email Mr. Fisher the names and confirm times for the volunteers. Send out a last email confirming their participation and procedures. (ie. Time to get to the school, checking in with security, what time they will return).

## Concerts

- Secure volunteers to help pass out programs.
- Sometimes membership cannot make the concert and you may need additional volunteers to sell and give out tickets. (the last couple of years we have had terrific parents covering membership and they handled that part of the evenings)
- Coordinate with Mr. Fisher opening of the house doors
- Check in with him when you arrive to see if any dresses or tuxes need to be pinned. (I have sewn on buttons and pinned hems up prior to them going stage before).
- It's a good idea to have a sewing kit with black and burgundy thread plus safety pins, lots of safety pins.

## Emails

- There is a gmail account setup for Choir Support.
  - Userid = [bhschoirvolunteer@gmail.com](mailto:bhschoirvolunteer@gmail.com)
  - Password = S1ngerz!
  - Recovery Email = [bhsmusicvolunteer@gmail.com](mailto:bhsmusicvolunteer@gmail.com)
- At the beginning of the school year request parent emails from Mr. Fisher (8 to 18 files)
- You will need to go into gmail and setup distribution lists for each of the ensembles. This will make it easier to send out emails for help with field trips and concerts.
- Many of the parents are already in the lists so you may be able to just edit what is there.

## Miscellaneous

Check in with Mr. Fisher as now that they are doing Food Truck Rallys with the Concerts you may be asked to help coordinate more volunteers and run drinks for the boosters profit.

In addition I helped with setting up pizza delivery for the brass ensembles at the Madrigal dinner. I pre-ordered and had the Booster treasurer prepare a check.

Double check with him from time to time to make sure there aren't any new field trips or support needs.

This year the VVSD choir festival will be held at BHS which means that you will need to get volunteers to help chaperone and serve lunch. Typically we order a large number of pizzas to serve to all the participants. This includes both high schools and all the middle school choirs. Make sure to get this date from Mr. Fisher and do some research early on for pizza. Water bottles will be needed for this meal as well. We setup the pizza in the hallway where the

dressing rooms are as we could not use the cafeteria. It seemed to work okay. Now that we have the blackbox perhaps the pizza could be setup in there instead.

Finally, if it is a major field trip year (Disney, New York) you will need to potentially fit Mixed choir in tuxedos and gowns for the choir performances, keep this on your radar if you are doing choir support during one of these years.