

## Madrigal Dinner Support

### Preparation for the Dinner

- Bring home the Wassail Mugs and Wash them prior to the dinner. They are washed after the dinner but since they seem to pick up any odor while in storage they should be brought home and washed.
- If you want to save some time for setup, you can bring home the lights that go on the banisters and untangle them. When we breakdown after Romeoville's dinner, it is a quick breakdown and the decorations on the stairs do not necessarily get put away as they should be.
- Pictures will need to be mounted on the frames. If you are still using the old frames, you should check the frames over prior to the dinner to do repairs. I know that I had to replace some of the ribbon on the frames. You can try to get the pictures early from Mr. Fisher so that you can get them ready prior to the dinner. I was concerned about them traveling well so I had some volunteers put them on prior during setup.
- I would suggest going to BHS one night and pulling the bins so you know the space you will need to transport the decorations to the venue.
- There are several centerpieces to choose from in the bins, last year I did fresh cranberries and some greenery in water with floating battery operated tea lights. Those tea lights are in the bins, the batteries should be good, they only turn on when they are wet. If you want to go a different direction you can it is up to you.
- Order pizza for the Small instrumental groups DO NOT ORDER from Dominos near the venue, they have been late for the last two years and we need the pizza to arrive ON TIME since many of the students who are part of the evening do not get to have dinner.
- You will need to email the treasurer of the Music Boosters to have a check prepared for the pizza delivery. You will need to coordinate getting the check from them prior to the event.
- Email all of the Madrigal families for volunteers to help with setup of the event and also to bring additional snacks for the students during the evening/rehearsal. The more parents who are involved the quicker the setup goes.

### Day before the event

- Pick up all the bins to be transported to the venue.
- Confirm pizza delivery and that you have a check from Music Boosters for payment.
- Send out a reminder email for the volunteers.

### Day of the event

- Bring decorations to the venue
- Bring instructions on decorating (see additional document) I put together directions/pictures of the areas that needed to be decorated in baggies and assigned volunteers to each area. This gives them directions and pictures from previous events to work from while they are helping.
- **IMPORTANT** - Do not start decorating the head table until the microphones have been installed. It makes it very difficult to put the microphone wires under the decorations once the head table has been decorated.
- You should oversee decorating and answer questions. You will need to be able to determine what decorations are to be used in what area. This can be difficult because of the many hands involved during the breakdown from the previous year. This is why it's

good to take an evening and look over the decorations so you can determine how to divide and conquer the night of the event.

- Empty bins can be slid under the stage but make sure the bin for the wassail mugs and boars head are easily accessible since they are pulled before the Romeoville dinner.

#### After the dinner

- That night you will need to pull the Wassail mugs (take them home to wash them out). Also pack up the boars head since Romeoville does not use ours. Also pull the BHS banners in the entrance and the photos.
- You will need to work with the romeoville group to see if they wish to use any of our centerpieces. I pulled the candles since I wanted them to be available this year in case they want to be used.
- Pull the frames with our table names in them. The frames belong to the venue. I don't recall if Romeoville uses these.

#### After Romeoville's dinner

- You will need to pack up all the decorations. When you send out the email for volunteers try to get several to help with the take down. Romeoville helps but they will want to spend some time after with their kids for pictures and such.
- I brought the decorations back to BHS after Romeoville's dinner and placed them in the choir room. Mr. Fisher had the kids help put them back on shelves.

#### Sample Email Sent for Volunteers

*Dear Madrigal Parents,*

*My name is Beth Gieseler (Brittany's Mom) and I'm very excited about the Madrigal dinner which is just a week away. I will be bringing the decorations to Ashton Place on Saturday and will need lots of help to get the Hall decorated and prepared for the dinner. I will be there at 11am with the decorations, which will need to be unloaded from the cars and taken into the hall. There are quite a few decorations that will need to be done so the more help we have the quicker it will go. Decorating will take place from 11am until 1pm.*

*If you are unable to help with the decorating you can still contribute! The students need to rehearse for a few hours before the dinner. If you can send some sort of food that is costume friendly for the students to eat prior to the dinner that would be helpful as well. You can send a case of water, whole fruit (such as clementines, bananas, or apples), cheese/cracker tray, cookies (please no products containing nuts). The madrigal singers get to eat the same meal as the guests but the other actors and performers are getting pizza. These extra snacks help feed the students who are there most of the afternoon and evening.*

***Please reply and let me know if you can help with decorating or are dropping off food so I know how to plan the day.***

*The following are the jobs that will need to be done. I will have detailed directions with me at Ashton Place for you to work from during the decorating. I'll just give you an overview of what each job entails.*

**BHS Setup:**

1. Decorate the registration/ticket table in the lobby. Pictures will be provided and all items are in a tub marked 'registration table'.
2. Decorate the head table. This will consist of placing bunting on the front of the tables along with evergreen garland and lights. There are some fruit and floral decor to help hide the microphones sitting on the head table. Tubs used for this will be stored in the back banquet room.
3. Decorating the 31 guest tables. Ashton Place provides a mirror and a couple of votive candles. We will be putting together a centerpiece for each table using glass globe centerpieces. They will have greenery and cranberries with a floating candle.
4. Decorate the boars head carrier with fruit, floral and garland. It will be placed near the bar at the back of the banquet room once done.
5. Decorate the inner stairway railings with garland, lights and white fabric using velcro.
6. Setup up the two 5 foot candelabras on both ends of the stairwell.
7. Decorate entryway with deer and knight plaques on top of the counter height round tables provided by Ashton Place. The last couple of years they were setup in the lobby.
8. Prepare two baskets with candles, wax barriers and a lighter for the silent night finale. (The students will probably have these prepared but verify they are prepared and ready to go)
9. Put the wassail mugs at the head table places. They have been washed and sanitized and put in the clean ziploc bags. (keep bags for packing them up after the dinner)
10. Put table names in Ashton Place's frames on each table according to the seating chart.
11. Make sure the BHS banners are hung on the wall by Ashton staff.
12. Place photo boards on easels in front of the bar in the back of the banquet room.
13. Place the king and queen photo board to the side of the registration table.
14. Hang blue and gold fabric banners from the outer railing in the lobby.

Mr. Fisher will start rehearsal around 2pm and we need to be finished prior to that time.

BHS Take Down at the end of the night. All these items will be loaded in my van.

Wassail Mugs placed back in ziploc bags and put back in the tub.

1. Boar's Head: Put Boar's Head in box. The carrier needs to be loaded into the van first as it will go all the way up to the driver console.
2. BHS banners will be taken down and should be boxed back up and loaded into my van.
3. Take the 9 photo boards off the easels and load into van.

All other decorations stay for RHS on Sunday.

My cell phone number is 630-842-3344.

Brittany and I will go to BHS on Sunday night to help RHS volunteers unload Madrigal decorations and load the closet.

With everyone's help we can help make this an amazing night for the students and guests.

Thank you,

Beth Gieseler