

- to organize how we will manage any props,
- to sell tickets for the show, and
- to help us organize the show in a manner most interesting to the audience.

What do I bring to Preview Day?

Please bring everything that you will need for your act: pre-recorded music on a CD, script, props, tuned musical instruments, sheet music, costumes, script, whatever you need to show the committee that you are prepared and have rehearsed your act.

Important! If your child's act requires pre-recorded music, then you **MUST** leave a copy of their music, edited to the **1 and ½ minute time limit** (or less), on a CD in a format playable on a CD player, at Preview Day. We will not have a computer available to play your music, so please test your CD on a CD player *before* Preview Day. Creating the show soundtrack is a time-consuming effort and, without a CD, we cannot add your act's music in the soundtrack. No exceptions please. Be sure to keep a copy at home for practicing!

Who can help me with my pre-recorded music?

If you need assistance with music, the high school radio station has helped with this in the past. They may even edit your music for you. Contact them at 978-318-1400 directly for more information. Another option is to download free music editing software from <http://audacity.sourceforge.net> so you can edit music yourself. Or, you can make an appointment with Willard Librarian Ms. Chicco, and she can help you edit your music in the Willard library. (You will need to bring or email the music/sound file to someone who can help you save it on a CD in a format suitable to be played back through a CD player.)

What time is Preview Day?

On Tuesday, Previews are seen from 12:30 to 2:30 p.m. On Wednesday, they are seen from 3:30 to 5:00 p.m. You can come at any point during those allotted times, as long as it's on the day you signed up for on your Registration form. Your Preview Day should have been confirmed via email from the Talent Show Committee. Acts are previewed on a "first come, first served" basis, with the following exceptions: Acts with a large number of performers are given priority on Preview Day in order to eliminate crowding and noise in the cafeteria. Also, acts including children of Talent Show Committee members are given priority early on Preview Day, so that parents working at Preview Day can arrange childcare and focus on the performers for the afternoon.

Must my child attend Preview Day?

Yes! No exceptions.

Please note: Children, other than those performers in the act being currently previewed, may **not** sit in the auditorium during previews.

Must my Act Captain attend Preview Day?

Yes! The Act Captain, a parent representing the performer(s) and/or coordinating a group of performers, must attend Preview Day, both to sign-in the act and supervise their performer(s) in the Willard Cafeteria while waiting to be seen. If the Act Captain is unable to attend, another adult familiar with the act must attend Preview Day.

Does my act need to be finished by Preview Day?

Yes! It is very important that you are well prepared for this day. You should begin rehearsing a few weeks before Preview Day. Please remember that the Talent Show is meant to be a variety show, so the more variety we have in the type of acts the more interesting the show will become. Also, acts are limited to a **1 and ½ minute time limit** (and will be timed at Preview Day). We will not have a computer available to play your music, so please test your CD on a CD player before Preview Day. Note that any changes to acts must be discussed with the Director and submitted to talentinfo@willardptg.org by March 1.

Where is the preview held? What happens on Preview Day?

Performers should report to the Willard School Cafeteria with their Act Captain on their Preview Day. When you arrive, go to the Sign-In table where the Act Captain will fill out a card with questions about your act. **(Please have the title of your act decided upon before the Preview Day. This is the name of your performance that will appear in the printed program for the show.)** After filling out the card, your Act Captain will receive a paper slip indicating the location where your act will be seen and a number indicating

the order in which your act will be previewed. You must wait in the Cafeteria with the Act Captain until you are called into the Auditorium or Music Practice Room for your turn; do not wander around Willard. Your number will be called and you will be directed to your preview location. Please listen for your number and any announcements made in the Cafeteria.

When is the Dress Rehearsal? (Please mark your calendar!)

Dress Rehearsal is held Friday, March 30, 3:30-9:00 p.m. at the High School. Students are not expected to attend the entire dress rehearsal. The specific rehearsal time slot during which they must be present that evening is determined by the order of the show. Performers only need to be present for their portion of the show (their "set"), during which they will perform, practice light and sound cues in their act, understand how their act fits into the order of the show, and run-through the finale with other performers in their "set"; they will then be dismissed to go home.

Performers will be informed of their specific dress rehearsal time in early March. It is extremely important for students to arrive on time to the rehearsal, so that it can run efficiently.

Must my child attend the Dress Rehearsal?

Yes! No exceptions.

When is the Show? (Please mark your calendar!)

The Show Day is Sunday, April 1, 2:00 p.m. at the Concord-Carlisle High School. Performers, stage crew, and refreshment crew must arrive promptly at 1:30 p.m.

What if I have more questions?

Parents of registered participants will receive all communications via email and the *Willard Weekly*. We will not use your email address for any other purpose. To contact the Talent Show Committee, please use this address: talentinfo@willardptg.org.

How can parents help make the show a success?

We request that each student's parent or guardian volunteer in some way if your child participates in the show. Families move on and new volunteers are the only way for this tradition to be maintained and passed down. Volunteer opportunities include assisting as Preview Day volunteer, a Set Parent, or a Backstage Manager. Please contact any Talent Show Committee member about how you can help. Your participation is a great way to show your child your support. Thank you.

Thank you, and we look forward to another successful show for our 14th consecutive year!

Please direct any questions to: talentinfo@willardptg.org



WILLARD SCHOOL TALENT SHOW COMMITTEE

Producer

Liza Carey

Artistic Director

Allison Larew

Communications Director

Melissa Wahl

Production Assistant

Rita Staniar

Communications Assistants

Pam Padden & Heather Bout

Masters of Ceremonies

Charles Spofford & AJ Griswold

Program Coordinator

Nisreen Bagasra

Ticket Coordinators

Ruthy Bennett & Colette Stanzler

Backstage Managers

Pamela Loos & Michelle Maione

Lighting and Audio

Joe Jachinowski



Set Parent Manager

Donna Thomas

Faculty Act Directors

Siobhan Smith & Suzanne Jachinowski

Still Photographers

Christine Evans & Richard Pasley

Videographers

Andrew Evans & Geoff Carnes

Refreshments Coordinator

Barbara Sheehan