

## **Hispanic Festival checklist:**

### **PERFORMANCE DATES:**

1. 12/6/16 (Tues)
2. 12/8/16 (Thurs)
3. 12/13/16 (Tues)
4. 12/15/16 (Thurs)

1-3 months prior: \_\_\_\_\_

#### **Performance Country:**

- T decide what country they will study

1-2 months prior: \_\_\_\_\_

#### **Performance Options:**

- T decide what kind of performance they will complete
  - Dance
  - Singing
  - Dramatic play
  - Dramatic reading
  - Instrumental Performance

#### **Music recordings:**

- Send Mike the name of the performance, the title of the accompaniment recording (if different), and the name of the performing artist and/or composer
- Send performance accompaniment track to Mike

1 month prior: \_\_\_\_\_

#### **Costumes:**

- Update / verify costume binder w/ contents
- Ensure costumes have been cleaned
- Have teachers review costume binder to make selections
- Have teachers complete / submit costume request form
- Work with your parent volunteer to create a plan for helping students change into costume on the Dress Rehearsal day and Performance Night
- Plan for parent volunteers to clean and return costumes to Costume Coordinator 24-48 hours after performance (note cases when another class would need the costumes for next performance)

#### Options from Music class:

K/1

- Chilili (Bolivian dance)
- A la Rueda (singing game)
- A la Ronda (singing game)

2/3

- Los Machetes (Mexican dance)
- La Raspa (Mexican song)

3/4

- El Llanero (Venezuelan dance)
- Cerro de la Silla (Mexican dance)
- Arroz con leche (PR song & theatre)

4/5

- Norteña Mixer (Mexican dance)
- La Tarara (song from Spain)

5/6

- (Colombian dance)
- (Venezuelan dance #2)
- Danza de los Micos (Gautemalan dance/instr.)
- La Gozadera (Latin Am. song)
- Juan Calavera (PR instrumental)

2 weeks prior: \_\_\_\_\_

**Write program bulletin**

- Update district/school leaders
- Update date/time
- Update front cover (photos)
- Update any announcements
- Update program selections
  - Titles
  - Classes
  - Composer info
  - Media info

2-4 weeks prior: \_\_\_\_\_

**Scenery**

- Schedule work time and days
- Obtain crew
- List needs
- Display or get materials/resources
- Create scenes and props
- Move everything to stage within one week before first performance

2-4 weeks prior: \_\_\_\_\_

**Assign or get volunteers**

- Curtain puller
- Photos
- Video
- Transition guide
- Class monitors
- Parent volunteers per class c/o costumes

1-2 weeks prior: \_\_\_\_\_

**Stage Map**

- Update w/ class names, transitions, and placements
- Send to custodians, RA, class teachers, and admin

Within one week prior: \_\_\_\_\_

**Stage Set-up:**

- Transport / set out instruments
- Set up scenes and props
- Check chairs (if applicable)
- Set out risers (if applicable)
- Set up & test music at least two night prior to first dress rehearsal / performance
- Reattach all bars, bolts & brackets to risers prior to return transport