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MEMO

From: Marty Fort

We're very excited to see you perform this June at the Koger Center!

Please read all of this information so that you will have a smooth recital day experience.

WHEN IS THE RECITAL?: Your recital is on _____

WHAT TIME DO I PERFORM?: _____

WHAT TIME DO I ARRIVE?: 30 minutes prior to your performance time. If you perform at 2 p.m., arrive at 1:30 p.m., etc.

HOW LONG DOES IT LAST?: Each performer performs in one 50 minute set. Sets are on the hour (2-2:50, 3-3:50, etc). It is designed so that you can leave after that set. *Please do not leave **during** the 50 minute set. As a courtesy to all of the performers, please watch the entire 50 minute program as we want every student to have the same amount of respect from the audience.

WHERE IS IT?: Koger Center for the Arts, 1501 Greene St, Columbia, SC 29201 in the Large Orchestra Room
Please enter through the Assembly Street set of doors and staff will direct you to the performance area. Please see map.

PARKING: There are parking garages on Park Street behind the Koger Center, as well as metered spaces.

WHAT DO THE PERFORMERS WEAR?: Black pants or skirts and white button up shirts or tops is traditional for performances, but not obligatory. Recitals are an important event in a student's musical development, so we do ask our students to dress nicely. Suits and more formal dresses are also welcome.

WHAT DO WE BRING?

1. Your sheet music if you use it. 2. Your violin, guitar, bass, uke, etc.. We will provide amps and cables for you. 3. Drummers, bring your sticks. 4. Vocalists and pianists only need to bring their music and/or lyrics if needed.

CAN WE TAKE PICTURES AND VIDEO?: Yes. Please do not take flash pictures **while** the students are performing as it may distract them. You are welcome to take photos as they take their bow before and after they perform..

IS THERE AN ADMISSION CHARGE?: The recital is free and open to the public and everyone is welcome to attend. We will have a jar to collect optional donations for the local animal shelter Pets Inc. Since the Academy provides all of our recitals for free to our students and their families, donations to the animal shelter are encouraged and appreciated.

NAME MISSPELLINGS: Please check the program to make sure that your name/child's name is spelled correctly. If it is not, e-mail me at info@lexingtonschoolofmusic.com, info@irmomusicacademy.com, or info@columbiaartsacademy.com and I will correct it for the program.

SIBLINGS: I have tried to place all siblings in the same 50 minute program. If your family members are not in the same time slot please e-mail the office and I will correct it for the program.

The recital experience is a crucial part of any performers development. I congratulate you on participating and we all look forward to your performance!

Regards

Marty Fort