



## THE YOUNG AMERICANS INTERNATIONAL MUSIC OUTREACH TOUR

### TEACHER WORKSHOP INFORMATION

#### FACILITIES

GYMNASIUM SHOW: We set up facing the larger side of bleachers and seat the audience on only that side. If needed, rows of chairs may be added in front to increase seating capacity. It helps to have the bleachers pulled out by the time we arrive to load-in. We will use the bleachers for our sound table, lighting board, and spotlights. We unroll a special piece of flooring to prevent any of our equipment from scratching the gym floor.

THEATRE SHOW: It is preferred that the stage and wing areas be cleared before we arrive. We will ask you about some theatre details including stage size, wing-area sizes, seating capacity, dressing room sizes, lighting capability, etc.

In either a gym or theatre setting it is extremely helpful to be able to utilize the room for all three days of the workshop, which allows us to set up the sound and lighting equipment once. We need to utilize several additional rooms for teaching at various times during the workshop. Ideal teaching facilities include a gym, a stage, and two large classrooms (such as a choral and band room). It is also ideal to have a piano or keyboard available.

In addition the Young Americans need a room, which we refer to as the “FUZZY ROOM”. It is where they can keep their personal belongings, and rest when they have a break, or rest if they should become ill. The room should only be used by the Young Americans. If the room is close to the stage area, it could also be used as a dressing room for the show.

## **SCHEDULE**

Included with this packet is a standard schedule for registration, which lists workshop hours and meal times. Please note that this schedule can be modified if necessary. Also, it is important that the workshop begins promptly at 4 p.m. on Day 1.

## **REGISTRATION AND GETTING STARTED**

One of the many things you are responsible for is registration. Pre-registering as many participants as possible will lessen the chaos on the day of the workshop. It is a good idea to have participants arrive at least 30 minutes early to be registered. As a reminder, the price of the workshop is \$47 per person for all three days. We need you to register 200 participants for a successful workshop. If you register 200 or more, you can keep \$5 per person of the registration fee. This means \$42 goes to The Young Americans and you keep \$5 for your school. The registration fee is in US money exchange.

Scholarships are available through The Young Americans if needed. Just call or e-mail us, and let us know of the situation. This does not include T-shirt costs or meals. It helps if you can have the checks made out to the host school or local account, and from that account, write a single check to **THE YOUNG AMERICANS** for the entire registration. Participants can include the cost of the T-shirt with their registration payment as long as this is accounted for. As participants arrive and check-in, we ask that they stay out of the gym or theatre as we will be warming up and meeting.

Any late registrations can be registered by The Young Americans, and they can collect fees, cash or checks made payable to The Young Americans. This way the school won't have to take the chance on bounced checks. We know it happens all the time. Just before 4 p.m. we will bring them in and give instructions. We do allow students to leave the workshop for a few hours if they have crucial appointments or prior commitments. However, we must stress that these students will be responsible for learning any missed material. Any of our Young Americans would be happy to help.

## **MEALS**

You are responsible for arranging all meals for the Young Americans. This can be done by host families arranging a POT-LUCK or whatever you wish. Please have a variety of nourishing foods for them as they work hard, and need to stay healthy. If the workshop participants are eating with us, we do ask that the Young Americans be allowed to eat first when going through food lines. You can have the homestays be responsible for feeding the Young Americans as long as they know which meals they are responsible for. It is also very important you know to have a vegetarian option for a few of us.

## **HOMESTAYS**

Staying in homes is really one of the most rewarding aspects of tour. The friendships formed represent what tour is all about. A great homestay makes sure we get enough food, enough sleep, and are on time for the workshop. Included in this packet you will find the “Helpful Homestay List”. The best procedure for arranging the homestays is for you to complete this list of families including their phone number, the number and gender of Young Americans they can accommodate, whether the family is smoking or non-smoking, and any pets they may have. From this list we will fit Young Americans into appropriate homes, accounting for allergies and other conditions. We will have approximately 22 young men and 22 young women with us (plus 2 directors) and we will give you an exact count once tour begins. We’ve found it helpful to send host families an information letter, listing the details of our stay, including all call times and meal requirements. Speaking of meals, we would appreciate homestays to pack a sack lunch to take with us on the day we leave on the bus.

To ensure the safety and comfort of both The Young Americans and the host families please keep in mind the following suggestions: If at all possible, insist that there be no single Young Americans in households. At the same time, there shouldn’t be too many in a home that it becomes cramped. Whenever beds are available we would appreciate using them. On mornings when the workshop begins after school, it is wonderful if The Young Americans can sleep in. This is a rare happening. They usually get 5 to 6 hours sleep at their homestays. Try to avoid homestays that live more than 30 minutes from school. A little extra patience from the homestays is required following the performance, when The Young Americans strike and load the equipment. This process takes about an hour and a half after the show.

## **HOMESTAYS cont.**

It is very important to us that housing be an enjoyable experience for all families, and we would be glad to assist in solving any problems that arise. It is certainly not the responsibility of the host family to pay for any long distance phone calls made by Young Americans. We should add that very seldom do we need to move anyone out of a bad homestay environment, but should the need arise, we will do so tactfully. We are confident that the homestay experience will be a positive one for all involved.

## **LIGHTING**

For Theatre performances, we will need access to the theatre lighting system, as well as help from one of your experienced lighting people. We rely on our own lighting staff to work with the technical students from the town to focus and program the in-house lighting to properly light the show. Sometimes we bring a complete lighting system to enhance the show. If we do bring this with us, you will be informed of what we need to make this work.

## **GATE RECEIPTS, TICKETS, & OTHER MONEY MATTERS**

We will handle ticket sales at the door, however, we will need your help if you prefer to pre-sell tickets to avoid long lines at the door. Unless other arrangements are made, prices are \$8 for adults, and \$5 for students. We do not carry pre-printed tickets. Gate checks can be made out to **THE YOUNG AMERICANS**. Following the show, we will collect all ticket monies from pre-sold tickets. As mentioned under the registration section, the best way to handle registration monies is to have it deposited into an account and then transferred in the form of a check to **THE YOUNG AMERICANS**. All money matters including gate receipts will be handled after the show. We will be happy to provide you with any invoice or receipt that might be required to receive a check.

## **SHOW**

Normally the show time is 7:30 P.M. We usually open the house to the audience 30 minutes before show time (7:00). Since The Young Americans perform the first act, it is necessary for the workshop participants to arrive early. What works out best, is for them to all wait in a separate room or area, until we come to get them to be seated for the show. For gymnasium shows we seat the participants on the floor in front of the audience. For theatre shows we seat them on the floor in front of the stage, in empty seats, and in the aisles (trying to obey fire codes). We explain to the participants that the first act is our gift to them, and they will be able to watch.

The Young Americans first act will run approximately 55 minutes, followed by a 15 minute intermission. Just before the start of the second act, several Young Americans will begin moving the workshop participants into their opening positions. The second act will run about an hour.

Any announcement that you need to make to the audience can be made before the start of Act One. Any video cameras that are brought to record the show must be battery powered to avoid electronic overloads. You may arrange to have the show professionally taped, the *second act only*. We put no restrictions on flash photography.

The Young Americans will need water backstage during the show, so they will not get sick or pass out from dehydration. This has happened in the past.

## **T-SHIRTS**

As their costume, every performer must wear one of the National Music Outreach Tour T-shirts for the Second Act. There are two ways to receive a T-shirt. Participants can buy or rent the shirt for \$ 10. When they want to rent it they get their money back at the end of the show. This way we keep them honest. We will have a merchandising table set up during most meal breaks, and at the end of each day. Shirts can be paid for early, but won't be handed out until the third day. They can make checks payable to **The Young Americans** for any merchandise. We will need a copy of the registered names, as soon as possible to help us with T-shirt accounting. The list does not need to be fancy.

## **PUBLICITY**

Publicity is crucial, and perhaps student/parent can be in charge. We will send you several pictures, a press release, and registration forms. Please begin registration early, inviting grades 4-12 to take part in workshop. It is also very important to publicize the concert. Please contact newspapers and TV stations and arrange to have reporters come and visit on the first or second day. We will be happy to supply Young Americans and participants for interviews. Also, we ask that you keep a file of articles and pictures so that we might use them in future publicity.

## **ARRIVAL AND DEPARTURE**

As the tour travel times are calculated, we will be able to discuss arrival and departure times. For Thursday through Saturday workshops we will be arriving Wednesday evening to meet with home stay families (hopefully in time to go home for dinner). For Sunday through Tuesday workshops, we will arrive in town on Sunday between 2-3 hours before the start of the workshop to set up the equipment. Normally the first thing we do is a walk-through of all the facilities. Of course, most of the cast will want restrooms. Our departure time the morning after the show will be dictated by the distance to the next town.

## **OTHER NEEDS**

There are a few random production items that we need for the workshop: 2 tables, one for sound equipment and one for merchandising, access to a phone to make calling card calls, access to a copier to make about 40 copies of both the housing lists and the workshop schedule, directions to the nearest bank and a Fed Ex box, and a K-Mart/ Walmart type store. Please determine the safest area around the gym or theatre to park our large Ryder truck for the 3 days. As we near the workshop date, we will let you know of any other needs that come up.