

CHARLOTTESVILLE
SYMPHONY

AT THE UNIVERSITY OF VIRGINIA

TO: Music Teachers, Parent Coordinators and School Principals
FROM: Elizabeth Roberts, Director of Youth Education
DATE: September 22, 2019
RE: Charlottesville Symphony Youth Concerts
October 17, 2019, 10:00AM and 11:30AM

We are looking forward to offering our *Youth Concerts* to you and your students! In addition to thoroughly reading all four pages of this letter, please visit our website for valuable educational and logistical information that will make your concert experience successful. **SCHOOLS:** Please be sure to read and print the busing information and maps posted on the website; and please provide it to your bus drivers. **Your bus must follow the prescribed route, and you must label your buses.**

Charlottesville Symphony Youth Concert Website address:

<http://cvillesymphony.org/education-community/youth-concerts/>

CONFIRMED ATTENDANCE as of 9/22/19

10:00AM Performance

Judy BROWN & Guest
Burnley- Moran
Clark
Crozet
Aaron EICHORST
Greenbrier
Jackson-Via
Johnson
Red Hill ES
Rockfish River/Tye River
Ruckersville
Stewart SEARLE
Stone Robinson
Venable
VIA (Virginia Institute of Autism)

11:30AM Performance

Agnor Hurt ES
Baker Butler
Cale
Covenant Lower School
Elk Hill
HALFACRE Home School
Hollymead
Meriwether Lewis
Mountaintop Montessori
Orange ES
Stewart SEARLE
Stony Point
VSDB (Va. Sch. for Deaf & Blind)

STUDY GUIDES AND LINKS TO RECORDINGS

Study Guides will be delivered or mailed to your schools the week of September 22, 2019. Links to recordings of the music may be accessed through the Youth Concert website listed above.

INFORMATION POSTED ON WEBSITE

- A copy of this General Information Sheet
- A PDF of the Study Guide
- Links to *YouTube* videos of the music that will be performed
- Directions to Old Cabell Hall at UVA
- Bus Drop-off and Pick-up Information (Please print and give to your bus driver)
- Map showing Drop-off/Pick-up for both performances
- Parking Information for Cars
- Seating Lists and Seating Charts (will be posted by 10/1/19)
- SOL activities for 4th and 5th grade students
- Directions for exiting the Concert Hall (will be posted by 10/1/19)
- Link to evaluation survey for you to fill out following the performance

CELL PHONES, TABLETS, & RECORDING DEVICES PROHIBITED

All cell phones, tablets, cameras and other recording devices should be turned off and stored throughout the concerts. Texting and emailing during the performances sends the wrong message to your students - that the concert is less important than your emails. We hope students will appreciate the opportunity to hear a live orchestral concert. If you spend your time on your phone, you lose the chance to share this unique experience with them. Please wait until the performance is complete before communicating with your bus driver about your specific bus pick-up location. Additionally, unauthorized recordings of any type may not be posted on social media forums, whether public or private. Thank you for your cooperation.

GENERAL INFORMATION AND POLICIES

- **LABEL BUSES.** Please label your buses with a large sign in the front (not side) windshield, giving the name of your school and which bus number it is from your school. For instance, if your school is Clark and you have one bus, the sign should read “Clark Bus 1/1.” If you are from Stone-Robinson and you have two buses, then the buses should be labeled, “Stone-Robinson, Bus 1/2” and “Stone-Robinson Bus 2/2.” Labeling your school’s buses will greatly help our volunteers in directing you to the performance and will also assist in loading the buses after the performances. If you cannot use the front window, the side will suffice.
- **DO NOT ARRIVE EARLY FOR THE 11:30AM CONCERT.** Buses bringing students to the 11:30AM concerts should try to arrive between 11:05AM and 11:20AM. We are aware that traffic makes timing very difficult, but it is helpful to load the first concert-goers on their buses before folks arrive for the second program. We also do not want anyone who will attend the second program to arrive too late. If you arrive for the 11:30AM concert while the 10AM concertgoers are still loading, please unload and move your bus as quickly as possible so that buses from the first concert can move into place to load.
- **BUS DROP-OFF LOCATION.** The bus drop-off location is along McCormick Road near the UVA Chapel on the Lawn Side of the road. Please do not use or block the University UTS Bus Stops. Please follow directions given by University and private traffic officers along McCormick Road.

- **APPROACH THE BUS STOP FROM THE PROPER DIRECTION.** Consult the maps on the Symphony Website to see the appropriate traffic pattern and communicate this to your transportation dispatchers before the concert date. Buses that approach from the wrong direction will be required to turn around before unloading. This is for the safety of you and your students.
- **POLICE OFFICERS AND SYMPHONY VOLUNTEERS WILL BE ALONG MCCORMICK ROAD TO ASSIST WITH BUSING.**
- **BUSES MUST MOVE AS SOON AS STUDENTS HAVE DISEMBARKED THE BUS.** Due to University policy, buses are not permitted to wait anywhere on Grounds.
- **GET YOUR DRIVER'S PHONE NUMBER.** Teachers are strongly encouraged to get their bus driver's phone number so that they can help coordinate where to meet their buses. Symphony volunteers will do everything they can to point schools in the direction of the individual buses, but teachers connecting with drivers by phone after each concert is also a wonderful option.
- **KEEP YOUR STUDENTS TOGETHER.** Please keep your students together in one group after exiting buses. Charlottesville Symphony Society volunteers will meet groups at the buses along McCormick Road and direct students across Grounds to Old Cabell Hall.
- **KEEP STUDENTS QUIET AS YOU WALK ACROSS GROUNDS.**
- **BE SURE STUDENTS ARE DRESSED APPROPRIATELY FOR THE WEATHER.**
- **ADULTS MUST ACCOMPANY STUDENTS AT ALL TIMES.** Students may not be left unattended during the performance, and an adult must accompany students when they use the restrooms.
- **RESTROOMS.** Restrooms are located adjacent to the lobby of the auditorium. Students must be accompanied by a chaperone when they go to the restrooms.
- **BEVERAGES AND FOOD, INCLUDING GUM, CANDY and BOTTLED WATER ARE PROHIBITED IN OLD CABELL HALL** No food or drink, including bottled water, is allowed in the auditorium.
- **POSSIBLE CHANGES TO ASSIGNED SEATING AFTER POSTING.** Please remember that we may make changes to seating assignments in the days leading up to the concerts. If so, what we have in hand the morning of the performance will prevail over what is posted on our website.
- **SIT ONLY IN YOUR ASSIGNED AREA.** Volunteers from the Charlottesville Symphony Society will assist you in finding your seats. In case we have made any last-minute seating changes, please check in with the volunteers as you enter the auditorium.
- **STAY SEATED AFTER THE PERFORMANCE UNTIL YOUR GROUP'S NAME IS CALLED.** School groups and home-schooled groups will be dismissed by group name from the stage after each performance. When you hear your group's name, please proceed directly and QUIETLY to your buses/cars. **Please maintain proper concert etiquette throughout your time in the auditorium. We respectfully request that you do NOT cheer when your school's name is called.**

- **NO PICNICS ON THE LAWN.** Due to University policy, concert attendees may not picnic on the Lawn after the performances.
- **NO LUNCHESES IN THE OLD CABELL HALL LOBBY OR AUDITORIUM.** Due to Fire Marshall regulations, lunches may not be brought into the Old Cabell Hall lobby or auditorium.

Students with Special Needs

If any of your students have special needs with regards to seating and/or getting to the auditorium from the bus drop off and car parking area, please email me immediately so I can assist in finding the best possible solution for your student. Elizabeth Roberts: education@cillesymphony.org

Schools Traveling by Car

For people traveling by car, please park in the Central Grounds Garage at UVA, accessed from Emmet Street. Take the elevator to the top floor (4). The Central Grounds Garage has an automated pay system and only accepts payment via credit cards through unmanned kiosks, or through the Park Mobile Application you can download to your phone. Please plan an extra 10 minutes to sort out your parking payment before the concert.

Evaluation Forms

Following the performance, we would be grateful for you to take our on-line survey. We will send a link to this following the concert. We receive many wonderful suggestions each year. In response to some that came in following the 2018 performance:

- Due to time limitations, we aren't able to answer individual student's questions during the concerts; however, we would gladly answer them after the fact. Send us an email at: education@cillesymphony.org and we will reply.
- If you would like to send us thank you letters, we would LOVE to receive them! Our address is: Elizabeth Roberts, Director of Youth Education
Charlottesville Symphony
P.O. Box 4206
Charlottesville, VA 22905
- Also due to time limitations, we cannot delve too deeply into concert etiquette from the stage. We cover this topic in the study guides and rely on you and your chaperones to teach your students in advance, and to serve as role models throughout the performance.

QUESTIONS?

If you have any questions, please feel free to contact me via email at education@cillesymphony.org or through the Symphony office (434-924-6505). If you need something the morning of the concert, you can contact me through the UVA Music Department at 434-924-3052. We look forward to seeing you on Thursday, October 17!