

Louisville Orchestra

MakingMUSIC Ensemble Visit Guidelines

**This program is for 4th and 5th grade students only. The use of any photo, video or audio recording devices during this program is strictly prohibited.*

Education contact: Jenny Baughman, Education and Community Engagement Coordinator
720.8418779 (cell) or jbaughman@louisvilleorchestra.org

PRE-PERFORMANCE REMINDERS

- Unless you are receiving a complimentary ensemble visit, please send payment no later than two (2) weeks prior to your scheduled visit. *Note: If you are a tax-exempt organization, please provide documentation at time of reservation.*
- Please let your school's main office know of the visit and make sure there will be ample parking for the musicians. If parking difficulties are anticipated let the LO Education contact know ahead of time.
- *NOTE: The max number of students that should attend the performance and demonstration is 250.*

SCHEDULE

9:25am	Musicians arrive at or before this time and check in at the main office
9:30 – 9:55am (25 min)	Classroom visits by individual musicians (SEE NOTES BELOW)
9:55 – 10:10am (15 min)	Students travel to assembly room
10:10 – 10:55am (45 min)	Ensemble performance (SEE NOTES BELOW)

CLASSROOM DEMONSTRATIONS

- Classroom visits are scheduled first to allow for an intimate demonstration and discussion of the musicians' instruments. Students can also ask questions about the musicians' background and experience.
- The number of musicians per ensemble vary (2–6 depending on the group). *The number of musicians in the ensemble will determine how many classrooms the musicians can visit.* For example, a trio can visit three (3) classrooms, whereas a quintet can visit five (5) different classrooms. In cases where there are a fewer number of classrooms than musicians, musicians will partner up as necessary. In cases where there are a few number of musicians than classrooms, we ask that the classes be combined or classes can be moved into a larger room. For example, if your school is being visited by a duo, classes will have to be combined so all students are separated into two (2) classrooms or they can be moved into the performance space to accommodate, if necessary. If you have questions about any of this, please let the LO contact know.
- *NOTE: If the Swing Group is visiting your school, the drummer should host his demonstration in the performance space since his instrument is a challenge to move/set-up.*

PERFORMANCE SPACE SETUP AND REQUIREMENTS

- The musicians require a clean area of at least 20 by 20 feet, in a space that *must be over 68 degrees Fahrenheit* to ensure proper and optimal conditions for the musical instruments used.
- Please notify us if there are any stairs between the entrance and performance space as this can affect ensembles with larger instruments (e.g. keyboard and percussion).
- The school is responsible for setting up the area with armless, non-folding chairs (1 per musician); musicians will supply their own music stands.
- NOTE: Access to electrical outlets is required by the Swing Group, as some instruments are amplified. Use of a microphone is required by the Swing Group, the Staidle/Taylor String Quartet and the Woodwind Quintet, and our other ensembles appreciate microphone availability too.
- Please allow ample time to prepare the performance location (15 minutes is recommended).
- Please have an administrator or teacher introduce the group. Students should be supervised at all times during the concert by an appropriate number of faculty/staff/administrators. In the event of a discipline problem during the performance, please have a teacher or administrator deal with the student swiftly to avoid disruption of the concert.

POST-PERFORMANCE

Following the visit you will receive instructions for completing a short evaluation via SurveyMonkey, which should be completed by any or all of the teachers and administrators who attend the ensemble performance. If you would like a hard copy of the survey emailed to you, please contact your LO Education contact. Your feedback is important to us, and we appreciate completion of the survey as soon as possible.