To: Portland Youth Ensembles instrumental members and families  
From: Binney Brackett, liaison to USM Youth Ensembles  
Date: April 6, 2016  
What: Concert at 7:00 p.m., THURSDAY, April 14  
Where: Merrill Auditorium, Portland City Hall  

**Dress Rehearsal:** Thursday, April 14 at Merrill Auditorium  
Please arrive at least 15 minutes prior to your rehearsal time.  
PYWE 2:30 - 3:45  
PYPSC 4:00 - 4:30 meet to tune 15 minutes before rehearsal time  
PYJO 4:30 - 5:00 meet to tune 15 minutes before rehearsal time  
PYSO 5:15 - 6:30  

It is recommended that you bring a bag dinner, as time is rather limited for some groups. You may choose to eat out with your families. Everyone must be back at Merrill no later than 6:30. There will be seating available for you in the hall before and after you perform. **It is expected that all members will stay for the entire concert.** We make every effort to ensure that the concert ends as close to 9 pm as possible.

Spread the word, invite your friends and your relatives. If each of you brings five people to our concert, Merrill hall will overflow. There is no better feeling than playing in Merrill to a packed house.

**Reception:** PYWE parent, Julia Bassett, has again agreed to coordinate the parents’ post-concert reception one last time. She needs your help. Please contact her by email: julia.bassett@yahoo.com to volunteer or ask questions.  
The reception is held in the Rehearsal room after the concert. Your contributions may be dropped off in the rehearsal hall PRIOR to the concert.

If your last name begins:
A – B Candy  
C - F Desserts  
G - J Crackers & Cheese  
K - M Fruit Platter  
L – R Veggie Platter  
S - Z Chips & Dips  

**Parent volunteers** are needed to help with the following:  
set-up 2:30 to 3:30 PM  
accept food from students and parents as they arrive 6:00 to 6:45 PM  
serve after the concert  
clean-up - This is a vital work shift. The more volunteers the better. Remember, “Many hands make light work.” It is a late night for all. Lend a hand, share the fun, and everyone will get home more quickly.
Dress for Concerts

PYWE & PYSO

Men  Tuxedo, or black suit, white shirt, black bow-tie, black socks, and black dress shoes.

Ladies All black. 3/4 length or longer skirt, dress or formal slacks (no black jeans), black long-sleeved blouse, dark hose, black dress shoes (no sneakers or flip-flops).

PYJO & PYPSC

Men  Black pants (no jeans), black long-sleeved shirt with long black tie, or black turtleneck, black socks, black shoes (no sneakers).

Ladies Black long skirt or slacks (no jeans), black blouse or sweater, black socks, nylon stockings or black tights, black shoes (no sneakers or flip-flops).

General Admission Seating: There are no tickets.

The concert starts at 7:00 p.m. We will be accepting donations at the door: $8 adults/ $5 students & seniors. We make every attempt to open the house as soon as the last rehearsal is finished. During the concert, members should be in their green room or in the orchestra level seating. After the concert you may join your parents and enjoy the reception.

Security System at Merrill

The City of Portland will have a security checkpoint at the performer’s entrance on Myrtle Street. The performer’s entrance is just before the stop sign at Cumberland Ave.. When you come to the desk state your name, loud and clear! I will provide the security chief with a list of members and a list of parents. If a parent(s) will need to come back stage before the reception, please contact Binney Brackett soon to get on the list, 780-5003 or brackett@usm.maine.edu.

Recording

The concert is being professionally recorded and will be available as MP3, CD and DVD. Flash photography and personal recording are prohibited. Copyright issues and auditorium policies preclude personal recording and flash photography is (at best) a distraction. Please respect our musicians and the copyrights of the composers.

The order form is attached and will be available online www.ConcertRecordingCompany.com/PYE They provide a quality product that you will enjoy. The recording will be a splendid memento or gift for the upcoming holiday.

MUSIC must be returned after your performance (even copies). Bins will be provided. Be sure to remove your school band music, your pencil and your math homework.
BACKSTAGE ETIQUETTE

Please try to keep your belongings organized in the dressing rooms and in the lower floor rooms. It's a jungle down there.

Hang up your coat! Pick up your socks. Nag! Nag! Nag!

Quiet, please. Your fellow musicians are working upstairs. Please stay downstairs unless you are due on stage. Do not use the passage from the back of the house to the front of the house. You must go outside and up the sidewalk. Don't go by yourself, walk with a friend.

Green room assignments will be posted on the doors. Cases and clothes should be left in your green room.

PYWE Men use the dressing room on the lower level.
PYWE Ladies use the dressing room on the corridor behind the stage.
PYPSC and PYJO use the larger Green Room on the lower level.
PYSO strings use the smaller Green Room on the lower level.

After your performance, close and put your instrument case against the wall, ready to go home. Make a list of your stuff and put it in your case. Check twice before you leave the building. Don't forget your rosin, chin rest or sneakers!

Close your instrument case, empty or full, and move it to the side of the room. While you are at supper or on stage, others are waiting in the green room. Making space for them protects your instrument and case. It is difficult to play an instrument that has been crushed or had soda spilled on it.