



HAMILTON CONSERVATORY FOR THE ARTS

December 3, 2019

Dear Parents/Guardians and Students,

This memo is designed to provide you with information for the day of the **Winter Music Gala** on Saturday, December 14. Should you have any questions, please speak with HCA Staff at the Front Desk.

The Music Gala is on Saturday, December 14 at 6:00pm at Hamilton Conservatory for the Arts. ALL PARTICIPATING STUDENTS MUST BE AT HCA by 5:30pm

Drop off procedures: Students should be at HCA no later than **5:30pm**. Please check in at the Front Desk upon your arrival. Should students wish to arrive earlier to rehearse, music studios will be available. Students will have reserved seating in the two front rows of the Recital Hall. Parents/guardians are invited to sit near their child(ren) but we ask that reserved seating remain for performers only. HCA staff will be on hand to assist. There will be a short run-through of entrances and exits before the performance.

Tickets: Tickets are available for purchase through the front desk at a cost of \$10. All proceeds go to the HCA Capital Improvement Fund, which is earmarked for building renovations.

Performance Dress Code: Students should arrive at their scheduled time, dressed and ready to perform. It is important for students to dress well for their performance. **Please do not wear jeans, hoodies, shorts, sneakers, flip flops or other casual attire for your performance.** Suggested apparel: dress shirt or blouse, dark coloured pants or skirt, dress shoes.

Audience Performance Etiquette: Following proper performance etiquette creates an enjoyable environment for audience members and performers. Please remember to:

- Turn off cell phones
- Refrain from taking flash photographs during the performance.
- Do not bring food or drinks into the theatre.
- Avoid entering and exiting during the performance. If possible, stay in your seats until the end of the performance so that all students perform to a full audience.

Following the Performance: Please join us for a reception following the performance.

If you have any questions, please do not hesitate to ask.

Thank you,

HCA Administration