

REGISTRATION AND BOOK SALE VOLUNTEERS 2023

<p style="text-align: center;">BEGINNER ORCHESTRA</p> <p style="text-align: center;">For ages 8 and up Sally Doyle</p>	<p style="text-align: center;">RECORDERS</p> <p style="text-align: center;">8- and 9-year-olds that want to take guitar or a band instrument (except for percussionists)</p> <p style="text-align: center;">Alice Talmage</p>		<p style="text-align: center;">SINGERS CHOIR</p> <p style="text-align: center;">Ages 8-10 Suzannah Pugh</p>
<p style="text-align: center;">INTERMEDIATE ORCHESTRA</p> <p style="text-align: center;">Ages 9 and up John Suh and Nathan Price (in afternoon)</p>	<p style="text-align: center;">BEGINNER BELLS</p> <p style="text-align: center;">First year class for percussionists. Second year students will go into beginner band for snare.</p> <p style="text-align: center;">Kenaniah Weldon</p>	<p style="text-align: center;">BEGINNER GUITAR</p> <p style="text-align: center;">Younger Class=9-11 yrs. Older Class=12 and up</p> <p style="text-align: center;">Cheryl Weldon</p>	<p style="text-align: center;">MEZZO CHOIR</p> <p style="text-align: center;">Ages 11-13 Suzannah Pugh</p>
	<p style="text-align: center;">BEGINNER BAND</p> <p style="text-align: center;">Rebecca Norwood</p>		
<p style="text-align: center;">ADVANCE INTERMEDIATE ORCHESTRA</p> <p style="text-align: center;">Ages 10 and up</p> <p style="text-align: center;">Isabelle Suh</p>	<p style="text-align: center;">INTERMEDIATE BAND</p> <p style="text-align: center;">Dan Updegrave</p>	<p style="text-align: center;">INTERMEDIATE GUITAR</p> <p style="text-align: center;">Amelia Forrester</p>	<p style="text-align: center;">CONCERT CHOIR (ages 14 and up) & BEL CANTO (age 15 and audition)</p> <p style="text-align: center;">Isabelle Price</p>
<p style="text-align: center;">BACH ORCHESTRA</p> <p style="text-align: center;">Ages 12 and up</p> <p style="text-align: center;">Elizabeth Suh</p>	<p style="text-align: center;">ADORATION BAND/ BAND ENSEMBLES</p> <p style="text-align: center;">Dan Updegrave</p>	<p style="text-align: center;">ADVANCE GUITAR/ CLASSICAL GUITAR</p> <p style="text-align: center;">Amelia Forrester</p>	<p style="text-align: center;">ALL HARPS</p> <p style="text-align: center;">Kristin Gram 10-12 Wanda Schrope from 12-2:00</p>
<p style="text-align: center;">BEETHOVEN ORCH (ages 14 and up) & BRAHMS CHAMBER (ages 15 and up)</p> <p style="text-align: center;">Adam Barker</p>	<p style="text-align: center;">PERCUSSION ENSEMBLE</p> <p style="text-align: center;">Kenaniah Weldon</p>	<p style="text-align: center;">PRAISE & WORSHIP</p> <p style="text-align: center;">Beth Falukos</p>	<p style="text-align: center;">HIGH SCHOOL THEORY</p> <p style="text-align: center;">Heather Nelson</p> <p style="text-align: center;">Add class lists for Independent Theory, Intro to Concert Choir theory, and all required and choice classes</p>

<p>Station A (South Entrance)</p> <p>Greeting</p> <ul style="list-style-type: none"> • Greet people. • Calendar at a glance • Give out Student Registration Forms if they did not do online. The first page has room for 2 students. Add more pages for additional students. <p>Julia Guthrie</p>	<p>Station B (Sanctuary)</p> <p>Quick Meeting</p> <ul style="list-style-type: none"> • Filling out paperwork. • Go to all stations • Required family meeting at 11:00 (they could have already attended one on 8/18) <p>Kathy Love</p>	<p>Station C (Music/Choir Room)</p> <p>Buy/Sell Used Items</p> <ul style="list-style-type: none"> • Used Music • Used Instruments • Used performance clothes (except used High School performance dresses, which will be at Station J.) • Put Lost and Found Out <p>Eli Price</p>	<p>Station D Room A150</p> <p>Audition Sign Up</p> <ul style="list-style-type: none"> • Audition sign-up for those who need it. • If not auditioning, then proceed to Station E. <p>Jonathan Price (get a teacher to listen)</p> <p>Auditions (Auditions in Chair Room, Room 155, Nook) Auditions as needed.</p> <p>Dan Updegrave Kathy Love Others if needed</p>
	<p>Station E (Fellowship Hall)</p> <p>Book Tables</p> <p>Teachers at tables</p> <p>See page 1 for teachers.</p> <p>Encourage parents to take a picture of each of their music order lists.</p>	<p>Station F</p> <p>Constant Contact Sign Up</p> <ul style="list-style-type: none"> • Constant Contact sign up. • Phone Call Sign up (if no email,) for cancellation. <p>Someone with a laptop assigned to here.</p> <p>Josef Hood Rachel Harrel</p>	<p>Station G (North Hallway, Outside of Nursery)</p> <p>Volunteer and Worker Sign Ups</p> <ul style="list-style-type: none"> • Parents sign up to volunteer to serve • Worker sign ups. • Each family required to sign up for 3 hall monitors and 2 safety team slots of 2 hours each <p>Josef Hood Rachel Harrel</p>

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<p>Station H (North Hallway, Outside of Room 116)</p> <p>Yearbook</p> <ul style="list-style-type: none"> Tell about student participation in the creation of the yearbook. Put out old yearbooks as examples <p>Shawna Mann</p>	<p>Station J (Room 116 and adjoining bathroom for trying on clothes.)</p> <p>Girls High School Performance Dresses</p> <ul style="list-style-type: none"> Dress Fitting for all girls in advanced classes. Boys in advanced classes purchase a black bow tie and a red tie for \$5 each. Advanced classes include Concert Choir, Adoration Band, Advanced Guitar, Classical Guitar, Beethoven Orchestra <p>Hannah Hood</p>	<p>Station K (Outside of Rm. 103)</p> <p>Retrieve Folders</p> <ul style="list-style-type: none"> Retrieve Folders for returning families. Create new folders for new families and add 2023. Keep people from crowding into the room before seats are available. Make sure that the parents take a picture of all of their music orders for their records. <p>Jennette Clay</p>	<p>Station L (Rm 103, Front Row)</p> <p>Registration</p> <ul style="list-style-type: none"> Check that information is complete. Tally Book Sale Fees. Check for additional fees (ie dress, bow ties, recorder...) Check for any unpaid balance or credit. Do not accept any payments, but wait until next station. <p>Renee Caldwell Danell Poisel Carol Cameron</p>
<p>Station M: Part 1 (Rm. 102)</p> <p>Payment</p> <ul style="list-style-type: none"> Double check the book tally and fee. Complete registration and collect payment. <p>Lisa Huff Melissa Kimmons</p>	<p>Station M: Part 2 (Rm. 102)</p> <p>Cashier</p> <ul style="list-style-type: none"> Receive cash, check, or credit card payments. <p>Le Ann Price</p>	<p>Photocopy Music Order Forms Luke Price</p> <p>Prepare Music Orders Jenny Lambert Michelle Manweiler</p>	<p>Runners</p> <p>Sara Love Jevin Guthrie Jillian Guthrie Anthony Hall</p>

Notes:

This year we waited to place all music orders until after Registration, so we could order more accurately.

We did not hand out any books but will wait and have them in their class on the first day.

Jenny Lambert started to fill orders from the library of books we already had.

Stress to new families that Registration Day is also when you purchase books, concert dresses, ties, etc.

Kathy-see your notes for forms that need to be revised/edited for Registration Day.

Might need to allow 3 weeks between Registration and First Day of classes to get in music.

Talk to local music store about being on site to place orders of music that is NOT PSHP published.