

SYLLABUS: MUN 1340-70M (BREVARD COMMUNITY CHORUS)

FALL 2017, T 7:00 PM – 9:00 PM

KING CENTER FOR THE PERFORMING ARTS, ROOM 160

Instructor: Dr. Robert E. Lamb

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Office Hours: MW 9–10:30, 3–4; TR 9–10:30, T 6–7

Website: www.brevardcommunitychorus.org

Detailed Weekly Schedule

SEPTEMBER

- 5: **Rehearsal 1/13**
- Graphic and info to King Center for Season Brochure (Susan) and online listing (James Boukinades)
 - Make sure orchestra parts/full score are ordered to arrive by 3 October
 - Orchestral details e-mailed to BSO for quote.
- 12: **Rehearsal 2/13**
- Soloists contacted
 - Consider BSO quote for orchestra
- 19: **Rehearsal 3/13**
- King Center Show (Peppa Pig's Surprise): plan to arrive early and NOT park in KCPA parking
 - Soloist photos for poster
 - Soloists contracts mailed
 - Update chorus website with complete publicity, poster, and ticket ordering hyperlink
- 26: **Rehearsal 4/13**
- Signed soloist contracts submitted to college for funding
 - Submit BSO invoice for payment
 - Robert's deadline for all choruses to be scanned and posted online for markings
 - Robert orders consignment tickets from King Center Box Office

OCTOBER

- 3: **Rehearsal 5/13**
- Orchestra parts to librarian (for bowing)
 - Dress Payment Deadline
 - Robert picks up tickets from KCPA box office and gives to Kim, who sorts/catalogues them
- 10: **Rehearsal 6/13**
- King Center Show (YES): plan to arrive early and NOT park in KCPA parking
 - "Ticket Talk" to chorus members (rules about selling tickets)
 - Tickets distributed to chorus members
- 17: **Rehearsal 7/13**
- Confirm Receipt of Soloist Bios/Photos
 - Write press release for Joyce (include soloist bios and photos!)
- 24: **Rehearsal 8/13**
- Joyce sends press release to monthlies
- 31: **Rehearsal 9/13**
- Dresses Ordered from Stage Accents
 - Jackie's program notes due to Robert
 - Request instrumental personnel list from BSO (for program)

NOVEMBER (coaching with soloists during November)

- 7: **Rehearsal 10/13**

- Send press release to EFSC Marketing
 - Offer comp code to EFSC colleagues
 - Advertise tickets to EFSC students
 - Send posters to Brevard County school teachers
 - Offer reduced-price tickets to Brevard County school students
- 14: **Rehearsal 11/13**
- Email to Steve Janicki about KCPA Marquee
 - Last night to give money that will be recognized in printed program (but we'll still take it later!!)
 - Joyce sends "preview of events" release
 - Concert Program is finalized/proofed/printed
- 21: **NO REHEARSAL: Thanksgiving Break**
- Joyce sends press release to full media list
- 28: **Rehearsal 12/13**
- All ticket money is due!

DECEMBER (second coaching with soloists during first week of December)

- 5: **Rehearsal 13/13 with orchestra and soloists**, Choir Room (#160)
- Concert Program is delivered to King Center
 - Kim gives ticket reconciliation to Robert
 - Robert takes ticket reconciliation to King Center Box Office
- 8: 7:00-10:00pm: **Dress Rehearsal on King Center Stage**
- 9: 6:30pm: Concert Call in choir room. **Concert at 7:30pm.**