



2015 Michigan Music Conference: *An In-service for Music Educators*

January 22-24, 2015
Amway Grand Plaza Hotel & DeVos Place
Grand Rapids, MI

MSBOA PERORMANCE ENSEMBLE GENERAL INFORMATION

We are excited for you to perform at the 2015 Michigan Music Conference January 22-24, 2015 in Grand Rapids, Michigan.

CONCERT TICKETS

Every student performer will receive two (2) complimentary tickets to give to their friends and family members. These tickets will be sent to you for distribution to your students. Please advise the students how you will plan to do this. All performances in DeVos Performance Hall, Amway Grand – Ambassador Ballroom and the JW Marriott International Ballroom are special ticketed events. Additional tickets may be purchased (\$10) on-site at Welsh Lobby; tickets will also be available for purchase the day-of each performance at each venue, 1 hour prior. Tickets for children 10 years and under are \$5

STUDENT DROP-OFF

Attached is a map showing the student bus drop-off location at DeVos Grand Gallery (GG) Entrance with a **RED STAR** which is located on Monroe Street. Students are to check-in at their designated check-in/rehearsal area in DeVos. MMC Information Desks will have a schedule of the rehearsal & performance times.

MMC Information Desks are at DeVos Grand Gallery, Welsh Lobby and the Amway Grand Concourse /Skywalk entrance.

There will be bus parking passes ready for pickup at DeVos GG Entrance - MMC Information Desk just inside the main door. Once the bus is ready to park, they should pull around to Scribner Street (between Michigan and Pearl St.), which is located on the other side of the river next to the Ford Museum ([see map last page](#)).

EQUIPMENT DROP-OFF

Percussion and other equipment should be dropped off at the Lyon Street Dock. The Lyon Street Dock is next to the Welsh Lobby Entrance on Lyon Street – as indicated on the enclosed map. Students will have access to the dock from within the backstage area of DeVos once they are in and set.

COAT ROOM

The DeVos Place – Scene Shop will serve as a Green Room/coat room area for performances. There is to be no playing of instruments in this room. Cases and coats should be stored to one side of the room so that the group following you has space as well.

Personal belongings & valuables must remain on the bus. Since performers will be coming and going from this area, please instruct your performers **not to leave any valuables unattended at any time**. The Michigan Music Conference will not be responsible for losses of any kind.



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DIRECTOR CHECK-IN and REGISTRATION/BADGES

Directors (or their designee) will need to check-in at the Conference Registration in Welsh Lobby at the Will Call /Clinician/Director desk to pick-up name badges for the group.

Participant badges for you, all members of your ensemble, and your chaperones will be provided to you, complimentary. Your students' badges will be generic "Participant" badges. This badge will allow your entire group admittance throughout the exhibitor trade show, conference sessions and performances.

PROGRAM PLANNING

1. All Performance Ensemble groups must check in on the day of their performance at their check-in rehearsal area, in DeVos Grand Gallery for MSBOA – as indicated by your Director.
2. All performances are ticketed events. Parents and family of student performers will not be admitted without a ticket. Additional tickets will be available for purchase online until 1-10-15; tickets will be on sale 1 hour prior to a performance at each venue. \$10/ticket; 10 years of age and under are \$5.
3. Once we receive all performance information; the pieces will be reviewed by the Michigan Music Conference (MMC). In the event of duplication, the first program copy received (as date-stamped) will receive priority. We will notify you if this happens.

Important Note: We understand that there are many things you will not know about your performance group until the fall. It is very important that you be given the credit you deserve in our publications, particularly in the onsite program. To have the program published on time, we will need your performance information collected as early as possible. ***Please make a note in your calendar*** to provide us with your performance program details, high-resolution ensemble photo and equipment needs no later than ***September 23, 2014***.

Here is the Performance Manager link: <http://clienttools.managedbyamr.com/performance>

4. No special lighting will be provided or allowed.
5. Music stands will not be provided in warm-up rooms.

RECORDINGS

All concert performances will be professionally recorded. Information regarding the purchase of recordings will be available at the recording booth in Secchia Hall, just outside the entrance to the exhibitor trade show in Steelcase Ballroom. A link will also be provided on our Web site shortly after the conference ends.



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PHOTOGRAPHS

All concert performances will be professionally photographed on stage after their performances. One photograph will be provided to your group free of charge. Our photographer will speak with you a few minutes prior to your performance to discuss any other photos you may request (e.g. section photos). Information regarding the purchase of additional photos will be available at the photography booth in Secchia Hall, just outside the entrance to the exhibitor trade show in Steelcase Ballroom. A link will also be provided on our Web site shortly after the conference ends.

ALL ENSEMBLES SHOULD WAIT BRIEFLY FOLLOWING THE CONCLUSION OF THEIR PERFORMANCE FOR THE OFFICIAL PHOTOGRAPH PRIOR TO DEPARTING THE STAGE.

INDIVIDUAL ENSEMBLE PROGRAMS

Although your complete performance program will appear in the official Conference Program, you may wish to bring your own specially prepared program booklet.

The following **rules** apply to special program booklets:

1. Program information should not vary in any way from that which you have submitted for the official Conference Program. You may, of course, provide program notes, names of performers, and information about your school.
2. There can be no information / advertising of a commercial nature included in your program.
3. Delivery, distribution, and retrieval of these programs will be the responsibility of the performing ensemble. You may wish to ask your chaperones / parents to assist with distribution before, and pick up after, your performance. Plan to bring 300 copies for distribution if your performance is in the Amway Grand – Ambassador Ballroom or JW Marriott – International Ballroom; and 500 copies if your performance is in DeVos Performance Hall.

CATERING

All food and beverage consumed on the premises of The Amway Grand Plaza Hotel (AGPH) and The DeVos Place Convention Center is provided solely by Amway Grand Plaza Catering. Outside food and beverage such as fast food, sandwich and pizza delivery or personal catering and coolers are **not** permitted.

A complete menu will be provided to you in September. Kelly Van Dyke, Convention Service Manager. Concession Stands are also available during exhibit hours in DeVos-Secchia Hall, main floor, directly outside of the exhibit trade show.

CONTACT INFORMATION

Your All State Bands & Orchestras contact at MSBOA is your key contact. Please refer to the list below for further questions. See the next page for the Catering Order Form.



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<p>Questions regarding music selection, performances and equipment, MSBOA key contact:</p> <p>Kevin Culling Culling.kevin@gmail.com</p>	<p>Questions regarding event and site logistics at Amway or DeVos, contact:</p> <p>Jennifer Dickie MMC Association & Conference Manager 734-239-8104 jennifer@michiganmusicconference.org</p>
<p>Questions regarding food & beverages contact: Kelly Van Dyke, Convention Service Manager Amway Grand Plaza Hotel (AGPH): kvandyke@amwaygrand.com P: 616-776-6441 F: 616-7766477</p>	<p>Additional hotel information and public parking can be found on the MMC website: www.michiganmusicconference.org</p>

