



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

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

MSVMA INVITED ENSEMBLE GENERAL INFORMATION

Congratulations! Your ensemble has been accepted to perform at the 10th Annual Michigan Music Conference – an *In-Service for Music Educators*, to be held in Grand Rapids, January 22-24, 2015. This is a privilege which has been given to you by your peers, in recognition of outstanding work.

We understand that January seems like a lifetime away, but for us, the conference will be here in the blink of an eye. We are already in full swing with our preparations, and we are pleased that you will now be part of this process. In creating the master schedule for sessions, workshops, and performances we tried to accommodate all requests. We have finalized the schedule, and your ensemble performance and warm-up details are listed below:

We also 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*** via the Performance Manager link provided below.

Here is the Performance Manager link:

<http://clienttools.managedbyamr.com/performance>

If you have any questions or concerns, please contact the MMC office at 734-239-8104 or via email at jennifer@michiganmusicconference.org. We appreciate your commitment of time and talent on behalf of the music community in Michigan. Your performance will help us provide another successful conference! Please stay tuned for more detailed information about the conference in the coming months.

PROGRAM PLANNING:

1. Choral Hour performances include a maximum of 20 minutes of music with a total concert presentation, including announcements, pauses, etc. being 25 minutes.
2. After we receive all performance information, all selections will be reviewed by the Michigan Music Conference (MMC). Change in programming may be requested if time guidelines are not followed.
3. The Choral Hour performance takes place in the JW Marriott International Ballroom. There is a raised stage (60' x 24') with seven sections of 3-step risers. The stage can be accessed via stairs or a ramp – enter via stage right; exit via stage left.
4. No special lighting will be provided or allowed.
5. There is no designated “coat check” in the JW Marriott. Personal belongings must remain on the bus. Since performers will be coming and going from these areas, 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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REGISTRATION/BADGES:

1. Directors (or their designee) of all Performance Ensemble groups must check in on the day of their performance at the Director/Conductor Will Call desk in the registration area, Welsh Lobby, during posted registration hours. The Welsh Lobby entrance is on Lyon Street directly across from the Amway Grand Lyon entrance or via the skywalk linking the Amway Grand to DeVos Place.
2. Participant badges for you, all members of your ensemble, and your chaperones will be provided to you when you check-in at the conference. Your badges will be generic "Participant" badges and will allow you, your students and chaperones admittance to all **performances & exhibitor trade show**.
3. Each student performer will receive 2 complimentary tickets for them to use as they choose. 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 at www.michiganmusicconference.org on-site at the DeVos Box Office during the conference dates and 1 hour prior to each performance, at the venue.

STUDENT DROP-OFF at JW MARRIOTT:

The drop-off is at what the JW calls "Ballroom drop-off", which is on the Campau St. side of the hotel. Once the bus is ready to park, they should pull around to Scribner Street (between Pearl & Michigan St.), which is located on the other side of the river next to the Ford Museum. See the map at the end of this letter.

RECORDINGS: All concert performances will be professionally recorded. Information regarding the purchase of recordings will be available in the JW International Ballroom Lobby. A link will also be provided on our Web site.



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PHOTOGRAPHS:

Each invited ensemble will be photographed on stage immediately after their performance. Please remind your students to wait briefly following the conclusion of their performance for the official photograph. One photograph will be provided to your group free of charge. **Photography booth will be set-up in DeVos Place – Secchia Hall at the entrance to the exhibit hall.**

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.

The following **rules** apply to special programs:

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. Programs should be brought to the JW International Ballroom at the time of your ensemble warm up. Plan to bring 300 copies for distribution.

ON-SITE FOOD INFORMATION:

All food and beverage consumed on the premises of The Amway Grand Plaza Hotel (AGPH) and The DeVos Place Convention Center is solely provided by Amway Grand Plaza Catering or Concessions.

Outside food and beverage such as fast food, sandwich and pizza delivery or personal catering and coolers are not permitted. Concession Stands are also available during exhibit hours. A catering menu will be sent to you in September.

Please see the next page for event map.

CONTACTS:

Performance ensemble questions please contact: [Steve Lorenz](mailto:Steve.Lorenz@msvma.org) stevelorenz@msvma.org

Facility & logistics please contact: [Jennifer Dickie](mailto:Jennifer.Dickie@michiganmusicconference.org), MMC Association & Conference Manager
jennifer@michiganmusicconference.org Phone: 734-239-8104

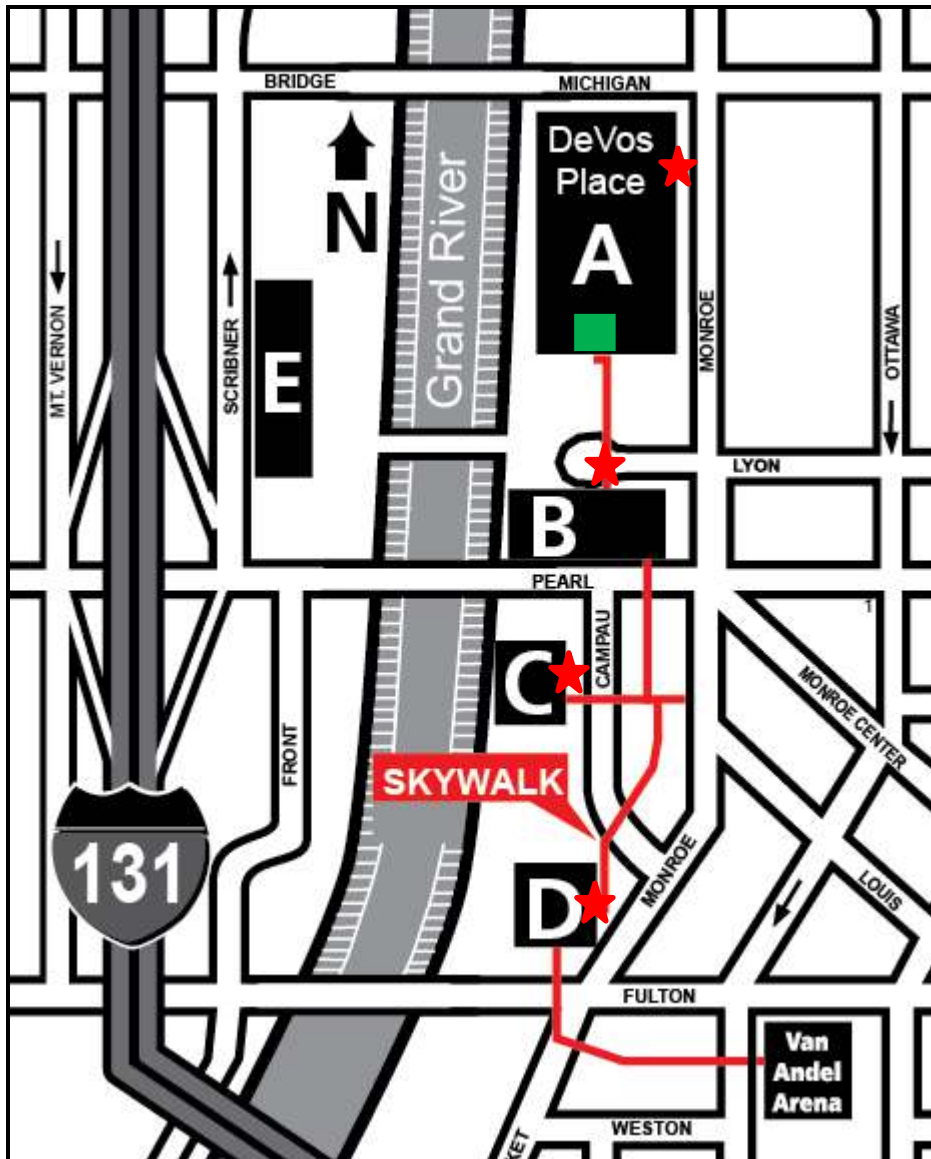
Catering inquires please contact: [Kelly Van Dyke](mailto:Kelly.VanDyke@amwaygrand.com), Convention Services Manager, Amway Grand Plaza Hotel
kvandyke@amwaygrand.com Phone: 616-776-6441



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Michigan Music Directors Bus Drop-Off / Pick-Up Map

- A. DeVos Place
- B. Amway Grand Plaza Hotel
- C. JW Marriott
- D. Courtyard by Marriott
- E. Scribner - Bus Parking Lane
(Note: this is a one-way street going north.)

-  = Bus Drop Off Location
-  = Welsh Lobby Entrance