



Music for All National Festival, presented by Yamaha

VENUE PERFORMANCE FLOWS

March 21 – March 23, 2024 • Indianapolis, IN



The following document contains important information and details regarding performance flow at each venue. Please use the table of contents below to easily find the pages for your ensemble's specific venue and stage.

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Indianapolis, IN

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Indianapolis, IN

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Indianapolis, IN

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9500 East 16th Street

Indianapolis, IN

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1 Carter Green

Carmel, IN

CLOWES MEMORIAL HALL - 4602 Sunset Avenue, Indianapolis, IN

HIGH SCHOOL ENSEMBLES PERFORMANCE FLOW

NOTE - Please ask your equipment truck drivers to time their route to Clowes Memorial Hall before making their run. This will avoid delays. Butler University and Music for All staff will be stationed at Clowes Memorial Hall to assist with large equipment once in the building.

ARRIVING FOR PERFORMANCE

Performing ensembles will travel by bus to Butler University with instruments in cases. Buses will park and drop off near the **southwest doors of Lilly Hall**. Upon arrival, a Music for All volunteer will greet your ensemble at the **southwest doors of Lilly Hall** and direct your ensemble to your storage area. This area will be monitored, but it is advised to not leave valuables here.

Large equipment (or percussion instruments which need assembly) may unload near the backstage doors of Clowes Hall and the Schrott Center (see map). If utilizing this large equipment unloading area, you should enter the glass lobby doors of Clowes Hall nearest to the backstage ramp. After unloading/assembly, percussionists may join you in Lilly Hall, or are free to remain in Clowes Hall and prepare for setup on stage. A few minutes prior to your warm-up time, your host will guide you to your warm-up room in Lilly Hall. **We strongly recommend you label all cases and percussion equipment, as storage and stage space is shared.**

DRESSING AREAS

If needed, limited space will be available in the lower level of Clowes Hall for changing in and out of performance attire. To save time on-site, it is recommended to arrive in performance attire as your schedule permits. If you believe you will need access to these changing areas, please speak with your Music for All representative before traveling to Indianapolis.

WARM-UP

You have approximately 45 minutes to warm-up your ensemble. Each warm-up room is equipped with a Peterson chromatic tuner and a Yamaha Harmony Director. MFA will help monitor time and indicate when your time to move is drawing near. It is very important to plan accordingly and work within the time elements of the Festival. Any extension of warm-up time on your part could infringe on another ensemble's performance. Your host can stay inside or outside the warm-up room at your discretion and assist with keeping track of time. Hosts are music educators and understand the need for focused time.

SET-UP

Music for All Staff will set up the stage according to the stage plot you have sent us. **If there have been any changes to your stage plot, please notify us immediately when arriving to Festival check-in.** We recommend that percussionists report directly to the stage in lieu of warm-up to begin preparing equipment. If you choose to have your percussionists in ensemble warm-up, they will be asked to leave a few minutes early to fine-tune and complete your set-up prior to your entrance on stage. Your ensemble host will indicate when it is time for percussion to transit. Please review the provided equipment for warm up, stage, and clinic.

WALKING TO THE STAGE FROM WARM-UP

Once you have completed your warm-up, your ensemble host will lead you to the performance stage in Clowes Hall. **Please remind students to be mindful of other performing groups, and move in a quiet/professional manner. Please note your ensemble will be walking outside briefly through a covered canopy when traveling to and from Lilly Hall. There are also several stairs on the shortest path.**

ENSEMBLE PHOTOS & FESTIVAL PLAQUE PRESENTATION

Your ensemble's group photo will be taken on stage BEFORE performing. Please prepare for this brief interruption. We will present your MFA National Festival Plaque (and a presentation photo) immediately AFTER your performance.

PERFORMANCE

Your ensemble will **enter from Stage Right**. After your group photo, the Master of Ceremonies will introduce your ensemble, and begin your performance. **The MC will read program notes between each of your selections.** Please wait for these before proceeding. There is no need to wait for the evaluators.

CLINIC

Following your performance, your ensemble will **exit Stage Right** and your ensemble host will lead you to the clinic room in Lilly Hall. Large/extra percussion gear may be stored on Stage Left (there are several stairs on the path to/from Lilly Hall). You may invite parents and/or others in your group to attend your clinic. Also, please be aware that a number of music educators and music education students attending the Festival may observe clinics. These additional guests will be instructed to stand in the back of the room, be respectful, and not talk or ask questions.

AFTER THE CLINIC

Following the clinic, your band will be escorted back to their instrument storage area in Lilly Hall, where they can return instruments to cases and prepare to listen to bands or depart the Butler campus. All equipment is to be removed from Clowes Memorial Hall when your performance and clinic are finished.

ENTERING CLOWES MEMORIAL HALL FOR AUDIENCE VIEWING

Ensembles arriving for audience blocks should plan to use the circle drive south of Clowes Hall and drop-off near the lobby doors. Please enter the Clowes Memorial Hall from the front lobby entrance on the south side of the building.

HOWARD L. SCHROTT CENTER FOR THE ARTS - 610 West 46th Street, Indianapolis, IN HIGH SCHOOL AND MIDDLE SCHOOL ENSEMBLES PERFORMANCE FLOW

NOTE - Please ask your equipment truck drivers to time their route to the Schrott Center before making their run. This will avoid delays. Butler University and Music for All staff will be stationed at the Schrott Center to assist with large equipment.

ARRIVING FOR PERFORMANCE

Performing ensembles will travel by bus to Butler University with instruments in cases. Buses will park and drop off near the **southwest doors of Lilly Hall**. Upon arrival, a Music for All volunteer will greet your ensemble at the **southwest doors of Lilly Hall** and direct your ensemble to your storage area. This area will be monitored, but please do not leave valuables here.

Large equipment (or percussion instruments which need assembly) may unload near the backstage doors of Clowes Hall and the Schrott Center (see map). If utilizing this large equipment unloading area, please quietly enter the backstage hallway of the Schrott Center. After unloading/assembly, percussionists may join you in Lilly Hall, or are free to remain in Schrott and prepare for setup on stage. A few minutes prior to your warm-up time, your host will guide you to your warm-up room in Lilly Hall. **We strongly recommend you label all cases and percussion equipment, as storage and stage space is shared.**

DRESSING AREAS

If needed, limited space will be available in the lower level of Clowes Hall for changing in and out of performance attire. To save time on-site, it is recommended to arrive in performance attire as your schedule permits. If you believe you will need access to these changing areas, please speak with your Music for All representative before traveling to Indianapolis.

WARM-UP

You will have approximately 30 minutes to warm-up your ensemble. Each warm-up room is equipped with a Peterson chromatic tuner and a Yamaha Harmony Director. MFA will help monitor time and indicate when your time to move is drawing near. It is very important to plan accordingly and work within the time elements of the Festival. Any extension of warm-up time on your part could infringe on another ensemble's performance. Your host can stay inside or outside the warm-up room at your discretion and assist with keeping track of time. Hosts are music educators and understand the need for focused time.

SET-UP

Music for All Staff will set up the stage according to the stage plot you have sent us. **If there have been any changes to your stage plot, please notify us immediately when arriving to Festival check-in.** We recommend that percussionists report directly to the stage in lieu of warm-up to begin preparing equipment. If you choose to have your percussionists in ensemble warm-up, they will be asked to leave a few minutes early to fine-tune and complete your set-up prior to your entrance on stage. Your ensemble host will indicate when it is time for percussion to transit. Please review the provided equipment for warm up, stage, and clinic.

WALKING TO THE STAGE FROM WARM-UP

Once you have completed your warm-up, your band host will lead you to the Schrott Center. You will be passing through the Clowes Hall front lobby and then enter the Schrott Center from the Stage Right exterior door. **Please remind students to be mindful of other performing groups, and move in a quiet/professional manner. Please note your ensemble will be walking through a covered canopy between Lilly Hall and Clowes Hall, but will not have a canopy between Clowes Hall and the Schrott Center (this is a 40-50 foot walk outside). There are also several stairs on the indoor path.**

ENSEMBLE PHOTOS & FESTIVAL PLAQUE PRESENTATION

Your ensemble's group photo will be taken on stage BEFORE performing. Please prepare for this brief interruption. We will present your MFA National Festival Plaque (and a presentation photo) immediately AFTER your performance.

PERFORMANCE

Your ensemble will **enter from Stage Left**. After your group photo, the Master of Ceremonies will introduce your ensemble, and begin your performance. **The MC will read program notes between each of your selections.** Please wait for these before proceeding. There is no need to wait for the evaluators.

CLINIC

All ensembles should plan to **exit Stage Right to be** escorted to your Clinic in Lilly Hall, immediately following your performance. You may invite parents and/or others in your group to attend your clinic. Also, please be aware that a number of music educators and music education students attending the Festival may observe clinics. These additional guests will be instructed to stand in the back of the room, be respectful, and not talk or ask questions.

AFTER THE CLINIC

Following the clinic, your band will be escorted back to your designated storage room to return instruments to cases and prepare for your next activity. Please make sure all equipment is removed from the Schrott Center and Lilly Hall when your performance and clinic are finished.

ENTERING THE SCHROTT CENTER FOR AUDIENCE VIEWING

Ensembles arriving for audience blocks should plan to use the circle drive south of Clowes Hall and drop-off near the lobby doors. Please enter the Schrott Center from the front lobby entrance on the southwest side of the building.

INDIANA HISTORICAL SOCIETY – 450 West Ohio Street

CHAMBER ENSEMBLES

NOTE - Please ask your equipment truck drivers to time their route to the Indiana Historical Society before making their run. This will avoid delays. Music for All event staff will be stationed at the Indiana Historical Society to assist with large equipment.

ARRIVING FOR PERFORMANCE

Performing ensembles may arrive to the Indiana Historical Society on foot or by vehicle with instruments in cases. If you arrive by vehicle, your students will unload in the Indiana Historical Society parking lot located on New York Street. Your bus or vehicle is able to stay parked in the parking lot throughout the duration of your stay. Students may unload equipment here and use the entrance to the building next to the parking lot. If your ensemble arrives on foot, you may enter via the main entrance on Ohio Street. A Music for All staff member will greet you upon arrival and direct your ensemble to the instrument storage and warm up area. **We strongly recommend you label all cases and percussion equipment, as storage and stage space is shared.**

All of the Indiana Historical Society is a quiet zone. Please instruct and remind your students to remain as quiet as possible as they move throughout the building.

ENSEMBLE PHOTO

Upon arrival to the Indiana Historical Society at the beginning of the day, please plan to have your ensemble take their group photo. The photo area is in the lower level of the building, near the warm up room and Hoagy Carmichael Mural.

WARM-UP

You have approximately 30 minutes to warm-up your ensemble. The warm-up room is equipped with a Peterson tuner. Music for All staff will monitor the time and give you an indication when your time to move is drawing near. It is very important to plan accordingly and work within the time elements of the Festival. Any extension of warm-up time on your part could infringe on another ensembles performance.

SET-UP

Music for All event staff will complete your entire set-up based on the stage plots you have sent us. **If there have been any changes to your stage plot, please notify us immediately upon check-in.** As a reminder, only stands and chairs are provided for warm up, performance, and clinic.

PERFORMANCE

The Master of Ceremonies will introduce your ensemble. Following the announcement, you may begin your performance. The Master of Ceremonies will speak between each of your selections so please wait for the announcements before you proceed. There is no need to wait for the evaluators to being each piece.

AFTER YOUR PERFORMANCE

After your performance, your ensemble will return to the lower level of the Historical Society and clinics will take place in the multipurpose room. If you wish to listen to other ensembles' performances, you may enter the theatre through the main lobby. After your performance, please plan to have your students store their instruments in the storage room provided.

CLINIC

Clinics will be held in the multipurpose room of the Historical Society. You may invite parents and/or others in your group to attend your clinic. Also, please be aware that a number of music educators and music education students will also be attending the Festival to observe the performances and the clinics. These additional guests will be instructed to stand in the back of the room, be respectful, and not talk or ask questions.

WARREN PERFORMING ARTS CENTER – 9500 East 16th Street, Indianapolis, IN

PERCUSSION ENSEMBLES PERFORMANCE FLOW

NOTE - Please ask your drivers to time their route to the Warren Performing Arts Center before making their run. This will avoid delays. MFA recommends to have your ensemble arrive at least 45 minutes before your performance time.

ENTERING WARREN PERFORMING ARTS CENTER FOR PERFORMANCE

Buses arriving to the Warren Performing Arts Center may enter the campus via the Southwest entrance off 16th Street, and unload equipment at Door 32 on the west side of the building (see site map). Groups that need to use the loading dock may do so, but space is very limited. Once your students and equipment are unloaded, your buses should park in Lot 4 on the west side of the building. Please note that Door 32 and the loading area are adjacent to the back stage entrance doors. **Please ensure your students move as quiet as possible through the Warren PAC.**

STORAGE SPACE

Storage space for any equipment you bring (either overnight or before/after performances) is located in the theater scene shop adjacent to the back stage doors. Please note that space in this room is limited and we ask that you condense your equipment as much as possible when using this space. **Please label all equipment with your designated colors.**

Storage space for personal items is limited in the Warren Performing Arts Center. We encourage your students to leave their personal items on your bus, if possible. If you do not need storage/changing space, please let us know prior to your arrival. Please keep in mind that multiple ensembles may be sharing space. The primary storage/changing spaces are Dressing Rooms A&D, which are very close to the stage. This area will NOT be actively monitored.

WARM UP

Please be aware that your ensemble will NOT have a formal warm up time prior to their performance. You may allow your students to quietly stretch their hands. Playing of any kind will NOT be allowed in the backstage hallway so as to minimize noise. **NOTE - there is no official warm-up time. Please plan for necessary equipment prep in order to efficiently prepare for your performance.**

SET-UP

Music for All event staff will help your ensemble set-up based on the stage plots you have sent us. **Your students will be responsible for any additional set-up or changes between pieces.** All ensembles have set-up time prior to your performance and tear down time at the end of your performance. **Please share any stage plot updates at Festival Check-In at the JW Marriott.** Please review the Supplied Equipment list and prepare accordingly.

ENSEMBLE PHOTOS & FESTIVAL PLAQUE PRESENTATION

Your ensemble's group photo will be taken on stage BEFORE performing. Please prepare for this brief interruption. We will present your MFA National Festival Plaque (and a presentation photo) immediately AFTER your performance.

PERFORMANCE

The Master of Ceremonies will introduce your ensemble. Following the announcement, you may begin your performance. **The MC will read program notes between each of your selections** so please wait for the announcements before you proceed. There is no need to wait for the evaluators.

CLINIC & LOADING

Each ensemble will have a clinic (see your Performance Schedule). Clinics will be held in the WPAC Guard/Dance Studio (Room M112). Please bring **sticks/mallets to the clinic.** Following your performance and during your clinic, staff may begin loading any of your equipment or continue to store your equipment in the designated areas. Following the clinic, your ensemble will be escorted back to the dressing rooms to retrieve personal belongings if needed and prepare to listen to other ensembles or head to another destination. In either case, please remove all of your items from the Warren PAC when you are finished. Buses may load at Door 32 or Lot 4.

ENTERING WARREN PERFORMING ARTS CENTER FOR AUDIENCE VIEWING

Ensembles arriving for audience blocks should plan to briefly drop off students on the circle drive adjacent to the Performing Arts Center's lobby doors and use the main spectator entrance, Door 27 (see site map). After dropping off students, buses will park in Lot 4 on the west side of the building (same area as performing ensembles).

THE PALLADIUM – 1 Carter Green, Carmel, IN

ORCHESTRAS PERFORMANCE FLOW

NOTE - Please ask your drivers to time their route to The Palladium before making their run. This will avoid delays.

ARRIVING TO WATCH PERFORMANCES FIRST

When your ensemble arrives at The Palladium, they will enter through the West Lobby. You will then go down the stairs to the right, labeled Salon. You can store your instruments there until it is time for your group to enter the performance flow. We strongly recommend you label all cases and percussion equipment, as storage space is shared. From there, you can enter the auditorium through the West Entrance. When it is time for your ensemble to enter the performance flow, please retrieve your items from storage. From there, your ensemble will exit out of the West Lobby and walk around the building to enter through the performance flow outlined below.

ARRIVING TO ENTER PERFORMANCE FLOW

Performing ensembles will arrive by bus to The Palladium with instruments in cases. Your students will unload in The Palladium Loading Dock or West Lobby Bus Loop. You will use the security entrance at the loading dock to enter the building (see enclosed map). Once your vehicles are unloaded, they should re-park at the Carmel United Methodist Church (see enclosed map). A Music for All staff member will greet you upon arrival and direct your ensemble to the instrument storage area. A few minutes prior to your warm-up, your ensemble host will bring you from the instrument storage area to the warm-up room. Your ensemble will enter The Palladium via the stage entrance, and store cases backstage. Please remind your students to remain as quiet as possible as they move throughout the building. We strongly recommend you label all cases and percussion equipment, as storage space is shared.

There are backstage dressing rooms available if needed to change between performance attire and regular Festival business casual wear while at the venue. Please do not leave items in these shared dressing rooms.

WARM-UP

You will have approximately 45 minutes to warm-up your ensemble. MFA will help monitor time and indicate when your time to move is drawing near. It is very important to plan accordingly and work within the time elements of the Festival. Any extension of warm-up time on your part could infringe on another ensemble's performance. Your host can stay inside or outside the warm-up room at your discretion and assist with keeping track of time. Hosts are music educators and understand the need for focused time.

SET-UP

Music for All event staff and The Palladium stage crew will set the stage based on your stage plot. **If there have been any changes to your stage plot, please notify us immediately when arriving to Festival check-in (JW 109).**

ENSEMBLE PHOTOS & FESTIVAL PLAQUE PRESENTATION

Your ensemble's group photo will be taken on stage BEFORE performing. Please prepare for this brief interruption. We will present your MFA National Festival Plaque (and a presentation photo) immediately AFTER your performance.

PERFORMANCE

Your orchestra will enter from stage left. The Master of Ceremonies will introduce your ensemble. Following the announcement, you may begin your performance. **The MC will read program notes between each of your selections** so please wait for the announcements before you proceed. There is no need to wait for the evaluators.

AFTER YOUR PERFORMANCE

After your performance, your ensemble will exit stage right, and return to your backstage storage area. Please return to the hall to watch other performances as soon as possible. When you leave The Palladium, your buses may pick you up in the loading dock or West Lobby Bus loop, both located off of 3rd Avenue SW.

MEALS AT THE PALLADIUM

Your Friday lunch will be at the Palladium, in the Songbook Lounge (on Gallery Level), or at the Old Spaghetti Factory in Carmel, Indiana (918 S Rangeline Rd).

CLINIC

Clinics will be held on Saturday at the Marriott Event Center. You may invite parents and/or others in your group to sit in the audience for your clinic. Also, please be aware that a number of music educators and music education students attending the Festival may observe clinics. These additional guests will be instructed to stand in the back of the room, be respectful, and not talk or ask questions.