

Newburyport Choral Society Post-Concert Receptions – Instructions for Manager(s)

Before the Weekend of the Concerts

1. Start putting out sign-up sheets for workers approximately 3-4 weeks prior to concert.
2. Ensure that there are sufficient paper/plastic goods and supplies by 2 weeks before concert. (separate sheet).
3. Arrange for pickup of paper/plastic goods at storage unit and delivery of them to reception venue by 1 hour before Concert “call”. (Note: whoever picks up reception goods should pick up the baskets filled with flashlights for the ushers.)
4. Ask the person in charge of weekly punch to bring paper cups to be used for the chorus during each concert intermission.
5. Keep checking sheets and soliciting chorus members for unmet reception needs.

CONCERT ONE

One Hour before Chorus “Call” on Saturday (or first concert)

1. Unlock Parish Hall doors and turn on main floor and lower floor lights.
2. Set up 9 tables in main hall. (sketch on separate sheet).
3. Cover tables with tablecloths – total of 8 ½ cloths per reception, including replacement of one cloth during intermission. (sketch on separate sheet – scissors in box of general supplies)
4. Place 4 punch bowls along with serving ladles. (sketch).
5. Place three centerpieces – one plate with three electric candles, each. (sketch)
6. Place 100 clear punch cups near each of the two punch bowls near the stage. Place 150 near the two tables on either side of the entrance.
7. Place 100 or so paper cups near the bowl on the table to the left of the entrance.
8. Distribute red and black cocktail napkins, alternating colors in some fashion.
9. Distribute plates.
10. Distribute electric tea lights.
11. Put one 13-gallon wastebasket liner at the bottom of each basket and then line each wastebasket liner with an additional liner.
12. Distribute wastebaskets.
13. Check 3 restrooms for sufficient toilet paper and paper towels.
14. Place all extra supplies out of the way on the stage.

While Chorus Members are Waiting to be Convened for the Concert

1. Make sure there are two complete setups for punch under the table near each punch bowl. At the table to the left of the entrance, make sure there are three setups, so that the one bowl can serve the chorus during intermission.
2. Meet with the reception monitor and go over duties. (Separate sheet) Show him/her how to make punch and to fill 20 or 30 paper cups for the chorus.
3. *Futz* around, making sure everything looks “nice” and foods are distributed fairly evenly (sweet/savory – not all chocolates together, etc.)

When Chorus is Gathered and the Director Allows for Announcements

1. Remind everyone to bring their dishes up from the refrigerator, and/or to unwrap and complete the presentation of any of their dishes during the intermission
2. Acknowledge and thank the Reception Hall Monitor
3. Remind punch servers to get to their bowls quickly after the concert. (They should arrange for someone to grab a plate of food for them, if they’d like.)

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During Intermission

1. As soon as chorus punch bowl is empty, remove the paper cups; put on a clean tablecloth, and setup plastic cups, napkins, candles, etc. on the table to the left of the entrance.
2. Nag if dishes are not unwrapped.
3. Go over instructions with the Reception Monitor
 - a. Start filling the punch bowls immediately after the chorus leaves the hall for the second half. (Go over how to make punch and make sure the ice ring goes in first, so it doesn't splash.)
 - b. Fill 20 or so cups at each station.
 - c. Turn on lights in electric candles and tealights.

After Concert

1. Make sure all punch bowls have servers at them.
2. Grab a plate of food while you can.
3. Keep an eye out for major spills, wastebaskets in need of emptying, while also basking in the glow of all the audience members' praise.
4. As the number of guests dwindle, start consolidating plates, clearing trash, etc.
5. Supervise clean-up:
 - a. Consolidate any finger foods that can be reused at the next reception. Place them, covered, on the stage.
 - b. Get trash to the cellar, just below the stairs.
 - c. Wash and dry all punch bowls.
 - d. Empty unclaimed serving pieces (if you're feeling generous, wash them) and place them in a prominent position on the stage.
 - e. Move all unused paper goods, centerpieces, tea lights, etc. to stage or windowsills.
 - f. Reset all tables (Back to Step II-2).
 - g. Make sure all lights are off and doors are locked.

REST UNTIL CONCERT 2!!

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CONCERT TWO

One-Half Hour Before Chorus “Call” on Sunday (or second concert)

1. Check restrooms for paper towels and toilet paper.
2. Make sure all wastebaskets are lined and have extra liners underneath.
3. Check all tables for completeness.
4. Distribute any serving dishes with food kept from the night before.

While Chorus Members are Waiting to be Convened for the Concert

1. Make sure there are two complete setups for punch under the table near each punch bowl. At the table to the left of the entrance, make sure there are three setups, so that the one bowl can serve the chorus during intermission.
2. Meet with the reception monitor and go over duties. (Separate sheet) Show him/her how to make punch and to fill 20 or 30 paper cups for the chorus.
3. *Futz* around, making sure everything looks “nice” and foods are distributed fairly evenly (sweet/savory – not all chocolates together, etc.)

When Chorus is Gathered and the Director Allows for Announcements

1. Remind everyone to bring their dishes up from the refrigerator, and/or to unwrap and complete the presentation of any of their dishes during the intermission
2. Remind punch servers to get to their bowls quickly after the concert. (They should arrange for someone to grab a plate of food for them, if they’d like.)

During Intermission

1. As soon as chorus punch bowl is empty, remove the paper cups; put on a clean tablecloth, and setup plastic cups, napkins, candles, etc. on the table to the left of the entrance.
2. Nag if dishes are not unwrapped.
3. Go over instructions with the Reception Monitor
 - a. Start filling the punch bowls immediately after the chorus leaves the hall for the second half. (Go over how to make punch and make sure the ice ring goes in first, so it doesn’t splash.)
 - b. Fill 20 or so cups at each station.
 - c. Turn on lights in electric candles and tealights.

After Concert

1. Make sure all punch bowls have servers at them.
2. Grab a plate of food while you can.
3. Keep an eye out for major spills, wastebaskets in need of emptying, while also basking in the glow of all the audience members’ praise.
4. As the number of guests dwindle, start consolidating plates, clearing trash, etc.
5. Supervise clean-up:
 - a. Consolidate and wrap any foods and unused punch/soda that volunteers want to take home or donate to others.
 - b. Get trash and recycling to the cellar, just below the stairs.
 - c. Wash and dry all punch bowls; return them to their black bag.
 - d. Gather and pack up all unused napkins, plates, and cups.
 - e. Gather and pack up centerpieces and tealights.

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- f. Empty unclaimed serving pieces, GRIT YOUR TEETH, wash them and pack them to bring to a future chorus event.
- g. Fold tables and return to their racks.
- h. Sweep the floor.
- i. Transport all reception supplies (and baskets with flashlights) to the car of whoever is returning them to the storage facility.
- j. Make sure all lights are off and doors are locked.

REST!!!!