

April 8, 2008



Dear Colleagues:

I am pleased that you will be able to join us for the 1st Annual Junior High School Concert Band Invitational to be held on the campus of California State University, Fresno on Thursday, May 15, 2008. Thank you for putting the event on your schedule!

This memo will be followed by a series of emails that will each have an attachment. **Some of the attachments will need your immediate attention and must be faxed back to me right away at 559.278.6800.** Other attachments (maps, etc) can be duplicated and distributed to your students and parents. **All** of the attachments will come in the form of a pdf file. It may be possible that your school district's email control will prevent the emails/attachments from coming through. If you do not get several more emails, all with attachments regarding the 1st Annual Junior High School Concert Band Invitational, please go to our website (<http://www.csufresno.edu/marchingband/>) and look for the pdf files there later this week. I hope to have them posted for anyone to download and print by the end of this week. Be sure you receive (via email or website download) the following forms/maps:

- 1) Schedule
- 2) Band Observation Form
- 3) Program Information (fax back right away to 559.278.6800)
- 4) Percussion Use Form (fax back right away to 559.278.6800)
- 5) Stage Diagram/Seating Chart (fax back right away to 559.278.6800)
- 6) Map to Campus (with bus parking instructions)
- 7) Map of area restaurants

It is my hope that everyone attending the festival appreciates the value of having our students listen to other bands. To that end, I am asking that you have your band in attendance at least two other band performances besides your own. This will hopefully ensure that all bands will have an appreciative audience of other band students and their directors. Please examine the schedule, talk to your transportation people and decide what your schedule will be for the day. I ask that you let me know what two bands you are planning to watch by completing and returning the proper form. ***This is not optional but a required part of this festival and I thank you for your cooperation.***

Please encourage your parents and their friends to attend your band's performance at this prestigious event. Admission is first come, first served and the prices are \$5.00 General Admission and \$4.00 for Seniors.

I have scheduled a specific time block for each band. In this time block several things need to happen: 1) the stage crew will need to reset the chairs/stands & percussion, 2) your band needs to come in and get seated and situated, 3) your band will play all of their set, 4) you and your band will be honored and thanked publicly for your attendance, and 5) your band needs to vacate the stage and move to the clinic room. **Therefore, please keep your musical selections from 10-15 minutes shorter than your complete time block.**

Again I thank you for deciding to join us for the 1st Annual Junior High School Concert Band Invitational and I look forward to hearing your fine band. Please do not hesitate to call me if you have any questions or concerns. ***Thank you very much!!***

Sincerely,

A handwritten signature in black ink that reads "Gary P. Gilroy".

Gary P. Gilroy, D.M.A.
Director of Bands