

October 6, 2011

Dear Sir or
Madam

Every year the Georgia Governor's Mansion is honored to showcase both instrumental and choral ensembles from across the state during our December Holiday Celebration, and we are again extending an invitation to interested schools to participate in this process.

We have in place a "Non-Eligibility" policy. If a school has been represented in our 2008, 2009, or 2010 Holiday Celebration, they are not eligible to participate this year. We sincerely appreciate your understanding as this will allow other schools to enjoy the experience previous groups have shared.

Also, please understand that space is EXTREMELY limited. The 48 available time slots fill up quickly and will be reserved on a "first come, first served" basis. Therefore, due to the date and time stamp feature of email, this is the REQUIRED form of communication.

IMPORTANT: On Thursday, October 13th at 9:00 am, I will send out an email letting you know that you may submit your request for a time slot – no requests before this time will be honored. It is extremely important that you respond immediately to the email as there are hundreds of other groups that will be also be requesting time slots. Each respondent **MUST** submit **3 preferred time slots** before Monday, October 17th via email. Make sure you specify

the date and time of each time slot you are requesting.

Also, please specify what type of musical group you would like to bring (chorus, orchestra, etc.) Even though I will attempt to honor first requests, I cannot make any guarantees. Thank you for your patience and understanding as we work together.

If you have questions, please contact me at jsullivan@georgia.gov to get clarification before October 13th.

Below are the details for this year's performance opportunities during the holiday season.

Holiday Public Tour Performance Time Slots:

Weekdays (December 5th – 16th)

9:30 a.m. – 11:00 a.m.

or

11:00 a.m. – 12:30 p.m.

Weekends (December 10th & 11th ONLY)

Saturday, December 10th

10:00 a.m. – 11:30 a.m.

or

11:30 a.m. – 1:00 p.m.

Sunday, December 11th

1:00 p.m. – 2:30 p.m.

or

2:30 p.m. – 4:00 p.m.

Please consider all factors that could affect your ability to participate:

Each group must perform the entire 90-minute slot. Groups are allowed to repeat their material (for example, if you only have 30 minutes worth of material, you may repeat it to fill the 90 minute space).

Choirs are limited to 50 voices – NO exceptions, please.

Choirs will perform in the Ballroom.

A small grand piano is available.

Risers are NOT available.

The Governor's Mansion will provide an in-house sound system for cassette tapes and CD's upon request.

Instrumental ensembles are limited to 12 performers – NO

exceptions, please.

Instrumental ensembles will perform in the State Drawing Room.

Handbell Choirs will perform in the Ballroom, or the State Drawing Room, depending on group size.

Performers MUST provide their own music stands.

Groups should plan to arrive with sufficient time to get set up and be ready to perform at their designated time (approximately 30 minutes before performance time).

ON OCTOBER 13th, PLEASE SUBMIT YOUR REQUESTS VIA EMAIL TO:

Jessica Sullivan
jsullivan@georgia.gov