

**Information**  
**For**  
**Cross Border Orchestra**  
**of Ireland / Peace Proms**  
**Concerts in Kingfisher Centre**  
**For Choirs / Parents**  
**Saturday 30<sup>th</sup> January 2016 &**  
**Sunday 31<sup>st</sup> January 2016**

**Please note that a copy of this Memorandum should be distributed to every Teacher/Chaperone taking part in The Peace Proms.**

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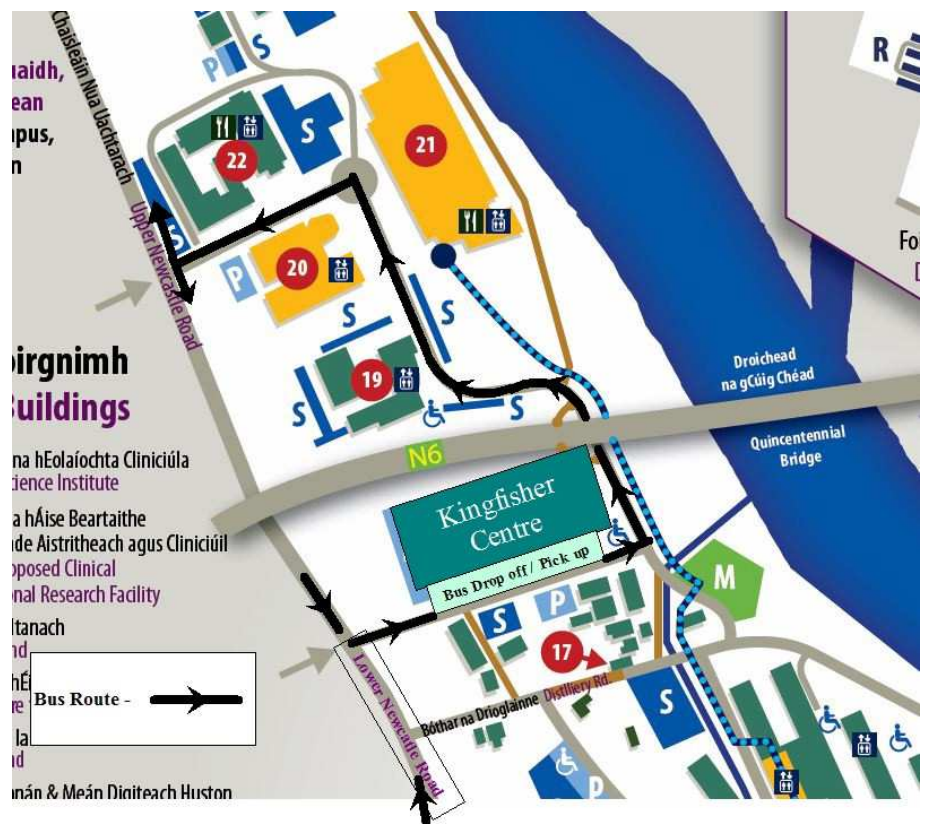
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## 2 CAR PARKS

### 2.1 CHOIR BUSES

- We will be operating a one way system for the Buses. ( See Map)
- Entrance via the New college entrance from the lower Newcastle Road
- Choir Buses to pull up alongside Kerb at the Kingfisher Centre to allow the choirs to disembark. We expect to be able to disembark 3 buses at a time.
- CBOI Staff in High Vis Jackets and Torches to control the number of buses / Traffic to allow the Choirs to disembark. Bus Driver to follow the instruction given by the CBOI Staff.
- Buses should turn left, proceed under underpass to roundabout and exit campus on upper Newcastle Road.
- Parking is limited within the Campus area. We recommend the Buses find alternative parking in the City.
- Bus Driver should provide mobile numbers to allow call back to pick up when the choirs are ready to depart Kingfisher centre. Buses will not be allow to park in the pick up area until their choir is ready to embark.
- Approx up to 14 Buses per concert



### 2.2 AUDIENCE CAR PARK

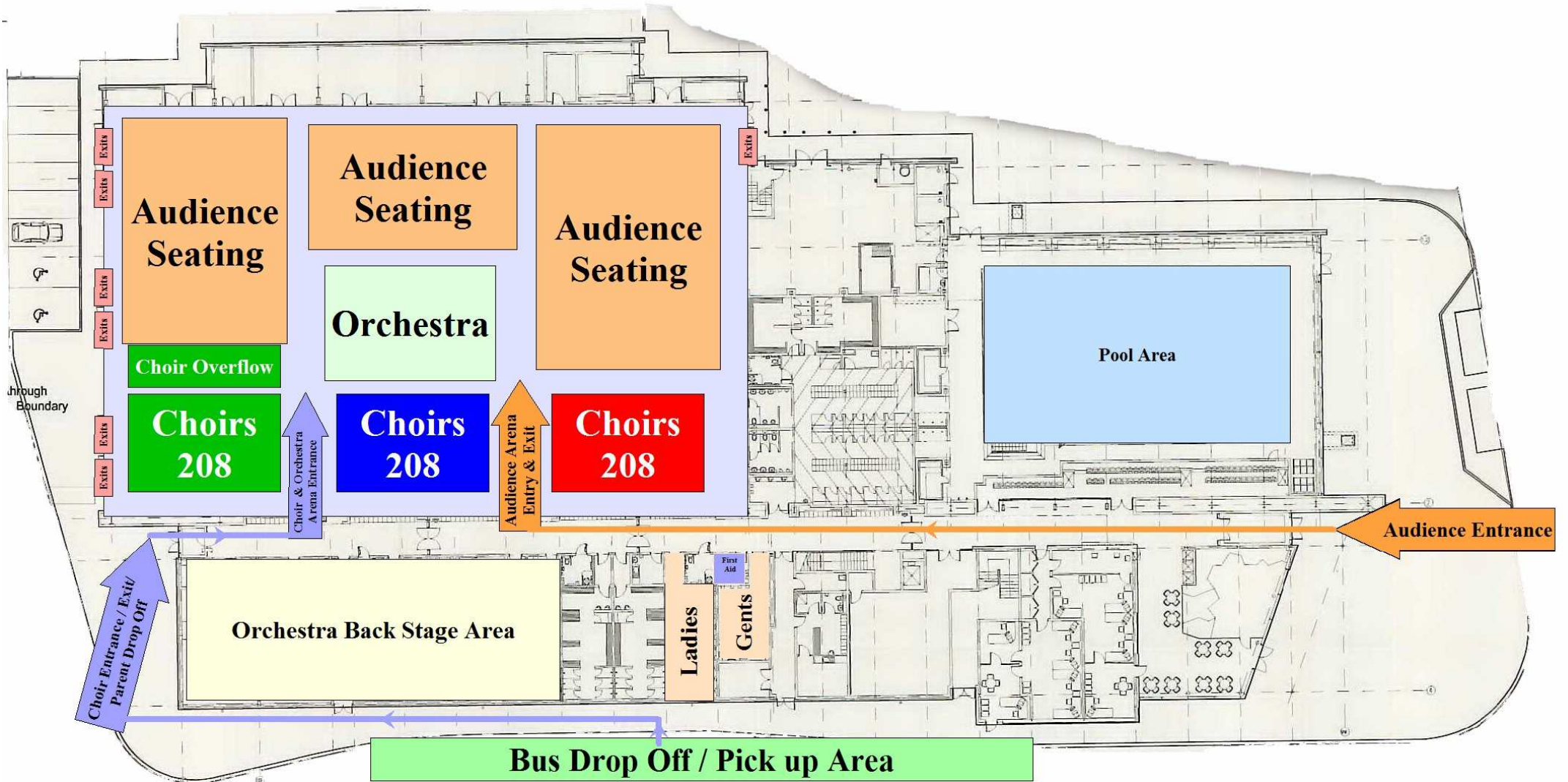
- Car Parking is limited throughout the campus
- Entrance via Upper Newcastle Road or University Road
- Expect Long delay due to Buses on Entrance on Lower Newcastle Road.
- See attached map of parking location
- Large Carpark above Corrib Village ( Approx 25 min Walk to Kingfisher Centre)
- Large Carpark below Cathedral (Approx 25 min Walk to Kingfisher Centre)
- The Contractors Car Park outside Corrib Village is available for parking
- Pay & Display Car parks dotted around campus
- Please allow adequate time to get parked and arrive at the venue. Concert will start at the stated time

# 3 CARPARK MAPS





## 4 KINGFISHER ARENA LAYOUT MAP



## 5 CHOIRS

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### 5.1 COLOUR GROUPS - **KNOW YOUR COLOUR**

- The Choirs / School have been split into 3 colours – Red, Blue & Green. These colours correspond to
  - **A Block of Choir Seating**
- Each School will be allocated a colour and will sit in that block for the concert.
- You will be able to inform the parents which block your choir will be seated in, so that they can sit opposite this block. *(CBOI will also advise parents who have signed up for email information)*
- Each Colour section will be allocated at least 2 CBOI Choir liaison officers who will be wearing colour coded high-viz jackets.
- **Please ensure** that your Children and Parents **know their colour**, as this will aid in parent drop off & Audience Seating

### 5.2 CHOIR SEATING

- Due to increased Choirs Sizes, there is no longer any holding area for Choirs.
- Choirs will be shown directly to their Concert Seating area.
- Coats and lunches are to be stored under their seats.
- Schools with Children being dropped off may be required to wait in the Audience seating area until the majority of the choir is present before we can position the Choirs into their seated area. Once Parents have dropped off their children, they will be required to exit and enter the arena via the main door and the ticket area.

### 5.3 FIRST AID AREA

- A First aid Room is available in Corridor outside the Arena

### 5.4 PARENT & BUS DROP OFF

- **The Parent Drop-off area is at the Rear Door of the Sports Centre – as marked on Map.** Please ensure that your Parents know their colour. They will aid CBOI staff locate the School.
- **The Bus Drop-Off Area is along the Kerb of the Kingfisher centre – as marked on the Map.**

### 5.5 PARENT PICK & BUS DEPARTURE

- **GENERAL AUDIENCE:** After the concert, audience member who are NOT picking up children, will be request to exit first by main door / Emergency Doors.
- **Orchestra Members** to depart prior to choirs
- **CHOIRS** to remain seated. Members of choirs who are being pickup by parents will be brought down to the audience area by their Teachers.

- **SCHOOLS DEPARTING BY BUS.** Choir leader to notify CBOI staff that they are fully ready to depart. The CBOI staff will ensure that their bus is in the pick-up area and will aid Teachers to lead choir to the bus via the back door of the arena.
- **PARENTS PICKING UP CHILDREN** will be required to remain seated until their child is brought down from the Bleachers by their teacher.
- **SCHOOLS WITH SOME CHILDREN DEPARTING BY BUS AND SOME BEING PICKED UP BY PARENTS:**
  - Children departing by Bus should remain seated till the buses is in the pick-up area. CBOI Staff will liaise with the Buses. At least one teacher should be allocated to bring children directly to the bus.
  - If some choir members are being collected by parents, then at least one teacher is required to bring those children down to the audience seating Area to hand them over to their parents.
- **PARENTS ARE REQUESTED TO BE PATIENT AND ALLOW THE TEACHERS TO BRING YOUR CHILD TO THE AUDIENCE SEATING AREA.**
- **PLEASE DO NOT CROWD THE DOOR AREA OR THE FRONT SECTION AROUND THE BEACHERS. .**

## 5.6 GENERAL LOGISTICS INFORMATION FOR TEACHERS

- **TEACHER: PUPIL RATIO is 1 teacher to 15 Choir members.** There must be a ratio of 1 teacher to 15 children with a minimum of 2 teachers per school. At least 1 Teacher will be required to remain with the Children at all times.
- At each concert, there is approx. 650 choir members (up to 15 Schools) and 1200 Audience.
- We recommend that LEADERS allocate each teacher 15 children and ensures that each teacher knows exactly which 15 children they are responsible for.
- Schools should organise their choir groups of 15 members as best they can to contain all children travelling by bus or children to be brought to the audience area for parent pick up. This is the responsibility of the LEADER of the each group.
- Teachers should ensure that all rubbish is collected in bin liners in the Seating area on stage.

## 5.7 ADDITIONAL TEACHER INFORMATION

### 5.7.1.1 *Lost Child*

- Ensure that all choir members **know their colour**. This will aid CBOI staff to quickly locate a school and Teacher.
- Ensure School Contact Teacher has mobile on apart from concert duration so CBOI staff can contact them asap if this occurs.

### 5.7.1.2 *Arriving At The Kingfisher*

- All ADULTS accompanying choirs should wear a badge with:
  - Your name
  - The name of your school
  - Your position e.g.; Teacher, Carer

- Choir members should arrive at the Kingfisher dressed in their choir uniform as there will not be any changing facilities.
  - plain white t-shirt/shirt/blouse (no logos)
  - dark bottoms (uniform bottoms are fine – skirt and tights or trousers)
- If all members of the choirs are present, the choir will be shown directly to their seats in the performance area.
- If Choir are waiting for Children to be dropped off, then they will be requested to wait in the audience seating Area until the majority of the choir is present, once all choir is present, please notify a member of the CBOI team who will show you to your performance Seats on stage.
- Children should bring a snack and drink in a small plastic or paper bag so that it can be easily disposed of. Teachers and chaperones should bring **bin bags** to clear away rubbish.
- Please ask your children not to bring coats/fleeces/jackets or carrier bags into Kingfisher as they may get lost. If you think it is cold and would like your children to wear a coat/jacket/fleece, please ensure that the Children store these coats / fleece under their seats and are out of sight during performance.
- Please ensure that bags, coats, belongings and packed lunches are kept clear of aisles, exits and fire-fighting equipment.

#### ***5.7.1.3 Between Rehearsal and Performance***

- Choirs Remain in their Seats in the performance area.
- **NB Toilet: Choirs are asked not to leave their positions once the concert begins so please ensure they use the toilet during the break before the concert.**

#### ***5.7.1.4 Concert etiquette***

- Teachers should switch off mobile phones before the concert start. Be sure to switch them back on at the end.
- Children should not have mobile phones/tablets or electronic devices of any kind.
- No recording of the rehearsals or performance is permitted.
- Once the concert begins, the choirs remain in performance positions at all times. **Choirs may not leave performance positions at the interval except where it is necessary**
- Teachers sit with their group during the rehearsal and concert, and supervise them at all times and where possible should sit at the end of the seat rows.
- Coats, jackets and bags must be stored under the seats out of sight during the performance.
- Make sure to be in your place and ready to sing at the appointed time for the rehearsal and concert.
- All Teachers/SNA/Chaperones in attendance must join in the singing and dance moves.
- Please ensure that your children do not go in and out to the bathroom during rehearsal or concert.
- Please ensure that your children do not stamp feet or kick off seats on risers during the presentations to teachers, or at any time.



- No one is permitted to leave the stage/risers before concert ends.
- Teachers should ensure that all rubbish is collected in bin liners either in assembly Area / Seating area.

#### **5.7.1.5 Teachers**

- There will be a presentation to the teachers (**1 teacher from each school**) BEFORE the last piece. This will be rehearsed on the day of the concert. Teachers need to be side stage 10 mins in advance. ( If Concert is running behind schedule, this presentation may have to be dropped – Certificates will still be issued)

#### **5.7.1.6 When the concert ends**

- Switch on mobile phones.
- Please check all seats after the performance to make sure the children have all their belongings with them.
- Please listen to the announcements.
- After concert, teachers take choir to buses or to Audience Seating area for parent pick up. Each school should have 1 teacher allocated to take children to the Bus and 1 teacher allocated to bring children to Parent Collection Point.

## 6 ITINERARY

### 6.1 2 PM CONCERT

Time	Choirs	Audience
11:15	<ul style="list-style-type: none"> <li>Arrival At Kingfisher</li> <li>If you have your full group – Shown directly to Bleacher seating area</li> <li>If Parents are dropping of Children, Shown to Audience Seating and move to Bleacher when you have your full group.</li> </ul>	N/A
11:30		
11:45		
12:00	Choir Rehearsal with Orchestra	
12:15		
12:30		
12:45		
13:00	Break	Door Open / Fill Seating
13:15		
13:30	Choir To Stage	
13:45		
14:00	Concert Part 1	Concert Part 1
14:15		
14:30		
14:45		
15:00	Intermission	Intermission
15:15	Concert Part 2	Concert Part 2
15:30		
15:45		
16:00		
16:15		
16:30	Empty Stage <ul style="list-style-type: none"> <li>to Assembly Area for Parent Pick Up</li> <li>OR Directly to Buses</li> </ul>	Empty Arena / Parent Pick Up
16:45	Depart Kingfisher	

## 6.2 8 PM CONCERT

Time	Choirs	Audience
17:30	<ul style="list-style-type: none"> <li>• Arrival At Kingfisher</li> <li>• If you have your full group – Shown directly to Bleacher seating area</li> <li>• If Parents are dropping of Children, Shown to Audience Seating and move to Bleacher when you have your full group.</li> </ul>	N/A
17:45		
18:00	Choir Rehearsal with Orchestra	
18:15		
18:30		
18:45		
19:00	Break	Door Open / Fill Seating
19:15		
19:30	Choir To Stage	
19:45		
20:00	Concert Part 1	Concert Part 1
20:15		
20:30		
20:45		
21:00	Intermission	Intermission
21:15	Concert Part 2	Concert Part 2
21:30		
21:45		
22:00		
22:15		
22:30	Empty Bleachers <ul style="list-style-type: none"> <li>• to Audience Seating Area for Parent Pick Up</li> <li>• OR Directly to Buses</li> </ul>	Empty Arena / Parent Pick Up
22:45	Depart Kingfisher	
23:00	N/A	N/A

## 7 APPENDIX 1 – SCHOOL COLOURS

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### Saturday 2pm

Ardeevin NS Barnaderg N.S. Scoil Mhuire
Claddaghduff NS Creagh NS Scoil na gCeithre Máistrí
Ballyturn NS Scoil Ide Scoil Náisiúnta Tómar SN Padraig Naofa St Colmcilles N.S. St Thomas' NS

### Sunday 2pm

Kiltiernan National School Scoil Chaitriona Senior Scoil Chaitriona, St. Patrick's NS
Gort National School Lawrencetown National School Scoil Ui Cheithearnaigh
Donaghpatrick N.S Kilnadeema NS St. Brendan's (Duniry) N.S. St. Brendan's Boys'N.S. St. Cuana's, Kilcoona, Co. Galway

### Saturday 8pm

Gael Scoil Mhic Amhlaigh Scoil Bhríde Scoil Chroí Naofa
Ballyvaughan NS Castleblakane Scoil an Chroí Naofa Scoil Chiarain Naofa Scoil Éinne
Attymon National School Ballinlass NS Bawnmore NS Crumlin N.S. Drim National School Killeeneen N.S. Scoil Bhríge agus Bhreandáin Naofa Scoil Naomh Breandán

### Sunday 8pm

Gaelscoil Riada Scoil Mhuire St James N.S. Bushypark
Scoil Naomh Pádraig Ballymana NS Buaile Beag N.S. Lavalley National School Scoil Fhursa
Claregalway Educate Together NS Scoil Iognáid Scoil Iósaif Naofa Scoil Nioclás Naofa