Planning:

BEGIN EARLY The festival committee (AGO + FOKO) Fellowship is important...wine and cheese reception ...input from membership ...mass mailing Involving directors, organists, singers, instrumentalists Appointing section leaders, section leader coordinator Liaison to venue (e.g. FOKO director) Selection of anthems in advance; provision for small churches (see pp. 10,20,24) Hymns of "local interest" (see reverse) (or p?) Hymns written by current chapter members, local composers

## Rehearsal

Timed precisely (two hours with break) Warm-up conductor Time-keeper

Examples:

pp. 1-2 3 min

pp 2-4 4 min

## Performance

Printed welcome saves time: explains why we are doing this, who is involved, and concludes with a thank you to each "category" of participants; also nitty-gritty of venue—rest room location, exits, etc.

Each section announced by first conductor Performers physically positioned to begin next piece

An invitation:

Kotzschmar Hymn Festival Sunday, Nov 16 at 3:00 PM (?) Merrill Auditorium, Portland, Maine