

Dear Parents:

As we prepare for our annual poetry and fine arts show performed by students in grades 5-8 on Friday, November 11 at Birchwood School in Fogarty Hall, you can help us make the show a success in the following ways:

- Dress rehearsal is at school Wednesday November 9. Please help your child be dressed or have their things packed in a bag. Details are on a separate note.
- **Arrival time** on Friday for **Musicians is 6:30 p.m.** This is especially important for ensemble students who have instruments to tune. **All other students in grades 5-8 should arrive at 7:00 p.m.** and report to their assigned seats. Teachers will take attendance at 7:15 p.m. Enter by the parking lot on the north side of the building.
- Any parent who has time on Friday to help put up the artwork, please contact Mrs. Little (grade 5) or Mrs. Kutis (grades 6,7,8). **WE NEED YOU!**
- In order to minimize distractions and out of respect for our hardworking performers, we suggest keeping children under preschool age at home.
- Note that we are not doing an official recording of the show. Parents may bring camcorders if they set up along the back wall. The aisles need to be clear during the performance. We have set up our “stage” in the middle of the hall rather than at the far end of the room. The “back wall” is what was formerly the side wall.

Parents of K-4 students, you are welcome to attend too. (Your show will be on March 30) We would be glad to share our hard work with you.

We are asking all 5th – 8th grade parents to bring some refreshments. If parents of K-4 students would also like to bring refreshments, they would be greatly appreciated. For planning’s sake we are asking everyone to fill out the sheet below and return it by Monday, November 7.

Thank you,
Mrs. Debelak and Mrs. Little
Mrs. Chu and Mrs. Kutis

Family or student name _____

Please choose 1 item and designate the quantity. Thank you for your support.

Cookies - _____ (Quantity) cheese & crackers tray _____ Veggie tray _____

Beverages (individual servings): juice _____ (Quantity) Bottled water _____ (Quantity)

I can help set up on Friday afternoon at 2:15 p.m. _____

I can receive and arrange refreshments at 7:00 p.m. _____

I can serve refreshments after the show _____ I can help clean up after the show _____