

Important Notes to Choir ticket helpers.

1. Please read the following carefully so that by everyone following common procedures we minimise the administrative burden for all concerned.
2. *ANNOUNCE to Choir.* Please ask everyone to complete their orders on the Bulk ordering table by **SATURDAY 23rd September** to allow time for
 - a) you to post or deliver cheques and order forms to me; and
 - b) for me to return the order forms with tickets, to you in time for you to be able to distribute them at your rehearsal prior to the event – i.e. from the week commencing Monday 2 October.

Although tickets will still be available (until we reach capacity) after this time from David Meacock direct - by sending a s.a.e. with the information in the table columns and cheque to: *Messiah 4 Grenfell*, 'Kavit', 35 Layters Close, Chalfont St Peter, Bucks. SL9 9HS or preferably via www.ticketsource.co.uk/messiah4grenfell – it will save a lot of administration all round and individuals paying postage/website commission, if we all, please, can try to deal with most singers' and audience tickets via the bulk ordering form, at weekly rehearsals.

3. *ANNOUNCE to Choir.* The final column is for you to fill in as you issue tickets. All tickets will be numbered purely for everyone to keep track of total numbers issued, and so that you can see who has had their tickets at rehearsal and who still needs to collect them from you at another time. All will be seated in their respective voice/audience area on a first come first come, first served basis.
4. *ANNOUNCE to Choir.* Detailed instructions will be issued on the A40 Choir page of the www.a40music.com website, but for now:
 - ~ Concert Dress. Men: DJ black tie
 - ~ Ladies: Long Sleeved White blouse and black skirt, or all black + any coloured chiffon scarf
 - ~ Prout edition (but others will do if you don't have Prout)
 - ~ Venue: Holy Trinity, Prince Consort Road, SW7.
 - ~ Times: Choir Rehearsal 2:30pm – approx 4:15pm (please be seated by 2:15 sharp)

Concert 7:00pm – please be back at the venue by 6:45pm.

5. Please don't tweak the forms, as they need to remain in this standard format. Please remember to print of plenty of copies as each page only takes 14 orders.
6. Please can you email me (see below) after each of your next two rehearsals with totals for each of SATB voice and audience, so that I can monitor each of these 5 categories to avoid over or under subscription.
7. If you have any queries, or suggestions please email me via david.g.meacock@btinternet.com with your telephone number, and I will respond a.s.a.p..
8. Thank you very much for your help – saving everyone heaps of administration.