

# Ellicott Mills Middle School Music Department

April 1, 2010

Dear Instrumental Music Parent,

The EMMS Music Department will, for the seventh year, be hosting the Howard County Elementary Solo and Ensemble Festival on Saturday, April 17, 2010 at the school. In order to make this an enriching experience for the approximately 600 participants who include students, judges and guest directors, we will need your help!

**Friday, April 16** - Set-up for the Festival takes place on Friday afternoon after school. This set-up includes moving and arranging chairs and music stands in all of the classrooms. We need **student and parent volunteers** to help with set-up.

**Saturday, April 17** - The Festival starts at 8:00 a.m. with the arrival and briefing of the judges. The first events begin at 8:30 a.m. and the Festival will be finished at approximately 1:00 p.m. We need **student volunteers** to help during the day as guides, judges' assistants, administrative assistants and go-fors.

Refreshments will be sold throughout the day. Proceeds from the refreshment sale go directly to our EMMS Music Department. We are asking for food, drink and/or monetary donations for this sale. A list of items needed is on the attached form. Please feel free to send in as many of the items as you wish. We need **parent volunteers** to help with our refreshment sale.

Please indicate your willingness and availability to help in any of the areas listed on the attached form. **All forms should be returned to either Dr. Roberts or Mr. Denne no later than Wednesday, April 14.** You will receive an email confirmation of your volunteer assignment.

All purchased food items and monetary donation can be sent into the music department as soon as possible and no later than Friday, April 16. Homemade baked goods should be dropped off on either Friday, April 16 or brought to the school on Saturday morning by 8:00 a.m.

As always, we truly appreciate the wonderful support from our music parents!!!!

Sincerely,

Ben Denne and Rich Roberts

Please indicate the times which you or your child is available and write the name of the parent/student after.

Friday, April 16

\_\_\_\_\_ 3:00 PM – 5:00 PM \_\_\_\_\_

Saturday, April 17

\_\_\_\_\_ 8:00 AM – 10:00 AM \_\_\_\_\_

\_\_\_\_\_ 10:00 AM – 12:00 Noon \_\_\_\_\_

\_\_\_\_\_ 12:00 – 2:00 PM \_\_\_\_\_

\_\_\_\_\_ 2:00 PM – 4:00 PM \_\_\_\_\_

I can donate the following items:

\_\_\_\_\_ Small bags of chips, pretzels, etc.

\_\_\_\_\_ Brownies or cookies put into small plastic bags

\_\_\_\_\_ Cases of bottled water

\_\_\_\_\_ Boxes of juice boxes

\_\_\_\_\_ I can help out by making a monetary donation and have attached a check.

Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone: \_\_\_\_\_