



CONCERT BRIEFING: Croydon Philharmonic Choir and Basingstoke Choral Society
Celebrating Karl Jenkins, Sunday 19 April 7.00pm -9.30pm
FAIRFIELD HALLS Croydon Phoenix CONCERT HALL

Key points

- Access - **Artists' Entrance** on the opposite side of the main entrance (walk around to the right-hand side of the building, along the A232 Barclay Road, and down the slope behind the building).
- Rehearsal begins at 2.00 pm. Arrive in time to sign in at the Artists' Entrance and **be in your choir seat for 1.45 pm**. Choir rehearsal will finish by 4.30 pm.
- After the rehearsal, you may relax around the venue or in the front-of-house suites. Always keep valuables with you – including during the performance.
- Concert begins at 7 pm, and we need to be **assembled by 6.45 pm** to form the formal lineup. After the first half, walking off in reverse order. **Assemble again 10 minutes after the end of the first half**, as the interval lasts only 20 minutes. We walk formally on and off again after the concert.
- Concert **ends at 9.30 pm** – **everyone** will need to sign out via the **Artists' Entrance**.
- Anyone with a key card, please hand it in at the Artists' Entrance when signing out. There will be a fine for any card not returned.

Access

On arrival, you must **sign in** on the pre-printed lists. You must sign out and back in again if you leave the building at any time. **You also must sign out here at the end of the concert.** This ensures BH Live knows exactly who is always in the building. Turn right at the end of the corridor into the staircase. The lift backstage is on your left. The artist's entrance is on the lower ground level. Otherwise, take the stairs and **follow signage to the choir stalls on level 2.**

Access between the front of house and backstage is controlled via a keycard system. Push the green button, you will always get into the front of house, but not back. We will have choir members positioned on all four doors (two on level 1 and two on level 2) between 6.30 and 6.50 pm.

BCS (Basingstoke)

Sign in at the Artists' Entrance, please make your way to the concert hall on level 2. A Lift is available. Leave belongings in the choir stalls in the wing area and the very last row. After the rehearsal, move your belongings to the Arthur Davison Suite (ladies) and the Samuel Coleridge Taylor Suite (Gentlemen). You can relax anywhere in the building. The doors to the front of house can be opened by pressing a green button. The two suites are on the floor below, on level 1.

DRESSING ROOM

Room allocated to	Room	Level/ detail
Music Director (DG)	Conductor suite	Backstage Level 1
Choir Gentlemen	Phoenix Changing Room 2	Backstage Level 2
Choir Ladies	Phoenix Changing Room 3	Backstage Level 2
CPC /BCS Lady Singers	Arthur Davison Suite (stage left)	Front-of-House Level 1
CPC/ BCS Gent Singers	Samuel Coleridge Taylor Suite (stage right)	Front-of-House Level 1

CPC / BCS SINGERS

Please arrive in concert dress if you possibly can, as the front-of-house suites with CCTV installed are not suitable for use as changing rooms. Phoenix Changing Room 3 (ladies) and 4 (gents) can be used instead, but please do not linger as they are small. The two suites (Arthur Davison and Samuel Coleridge Taylor) on level 1 are for storing bulky items – bags and coats –, but valuables must always be kept on your person. There is plenty of space in the front of house for relaxing after the rehearsal. There are toilets on level one and on other levels around the venue.

PRE-CONCERT REHEARSAL


Rehearsal Schedule	
Choir and orchestra: 2.00 pm -3.45 pm 15' break 4.00 pm – 4.30 pm	<p>You should be seated in the choir stalls 15 minutes before the start of the rehearsal. If seated in the front row, do not place anything on the shelf in front of you. Personal belongings can be stored on the unused seats (see seating plan).</p> <p>No specific seat is allocated (some exceptions), so you need to remember who is on either side of you during the rehearsal, as well as your seat number, including the row (letter). CPC and BCS will be mixed.</p>
4.30 pm – 5 pm Orchestra only	<p>Anyone who might need to sing the Adiemus seated must have a seat in the first row or behind somebody who will sit in the second row (bold red seat number on the seating plan). Tenors and Basses on the end, seats 24 and 23, please move into the aisle to close the gap. The tenors on seats A-C24 must move towards the middle during the Adiemus to ensure that the bass on seat D24 can see the conductor.</p>

PERFORMANCE & ASSEMBLY

Running Order
The Armed Man: Choral Suite
Palladio (Orchestra)
Interval
Symphonic Adiemus

For the evening performance, there will be two assembly areas. Everyone on stage R with a seat number ≥ 24 assembles in the corridor towards the staircase you came up and the Ashcroft dressing rooms. Everyone with seats on the left side of the stage with seat numbers < 24 assembles in the corridor behind the stage, in front of the Phoenix Changing Rooms 1-4. There will be signs along the walls.

Stage R (Right) Sopranos/some T & B	Stage L (Left) Altos/ the remaining Basses & Tenors
Row A seats 24 to 34	Row A seats 23 to 13
Row B seats 24 to 36	Row B seats 23 to 11
Row C seats 24 to 38	Row C seats 23 to 9
Row D seats 24 to 39	Row D seats 23 to 8
Row E seats 24 to 36	Row E seats 23 to 8



Tenors and basses, seats 23 and 24, please wait on the steps and walk simultaneously towards each other!

- Be in the building by 6.30 pm and ready assembled at 6.45 pm backstage (as detailed above). Walking in two single files will start at 6.50 pm from both sides simultaneously through doors R and L, which are marked in red on the seating plan. Black folders in your left hand, filling the seats from front to back. **Please be careful when descending the stairs to your row; there are no handrails.**
- Remain standing until everyone has reached their seats and we can all sit at the same time. The two people in seats **A13** and **A34** give the signal to sit. **Please watch them.**
- Stand when the conductor comes in and steps onto the podium. Sit at the end of The Armed Man, after the applause has ebbed down and Jordan gives us the signal.
- Keep copies of music **closed** on your lap, avoid fidgeting, and enjoy the Palladio. Keep conversation to a minimum. Do not wave to friends/relations in the audience.
- Walk off in **reverse order** for the interval with your folder in your left hand. E36-E24 towards door R and E8 to E23 via door L, followed by rows D to A.
- **We are formally walking back in after the interval, so please assemble as before 10 minutes after the interval started.** There will be no time to join your family and friends for a drink at the front of house, but you may use the toilets there or go to the two suites on level 1.
- At the end of the concert, please sit as soon as the conductor initially leaves the stage and remain seated until he returns and indicates that the choir may stand to receive applause. Note that you should applaud the orchestra **only while seated.**
- Once the conductor has finally left the stage, the choir should leave the choir stalls in the same way as after the first half, formally as described above.

Remember: All mobile phones must be switched off during the performance.

PARKING

There is no parking at the Artists' Entrance for choir members.

General Parking: Fairfield Halls has a car park located to the rear of the venue.

<https://www.fairfield.co.uk/help-centre>. The car park is operated by RingGo and uses Automatic Number Plate Recognition. Payment is via the RingGo phone APP or by calling RingGo using the location code 16435.

Disabled parking. There are 8 Blue Badge spaces at the front of Fairfield Halls, but these are NOT bookable in advance and are available only on a first-come, first-served basis.

Full address of the venue: Fairfield Halls, Park Lane, Croydon, CR0 1JD. For public transport options, see the TFL website <https://tfl.gov.uk/>

REFRESHMENTS

There is a Served on the ground-floor foyer. This will be open in the afternoon, serving hot drinks, hot sausage rolls, pizza slices, and pastries. It is cashless. Bars open from 6 pm when the front doors open to the public. If you prefer to leave the venue for refreshments, please remember to sign out and back in again at the Artists' Entrance. This applies even when the front doors are open to the public.

Contact details on the day Katharina Kreissig , Membership Secretary 07943 523896

CHOIR DRESS CODE

Dress Code for Choir	
Ladies: All black formal clothes	
<ul style="list-style-type: none">● A full-length black dress or full-length black skirt or trousers with long-sleeved tops all in plain black material.● Black shoes and stockings/tights.● Small black handbags only may be carried.● CPC members wear the CPC badge on the left.● BLACK FOLDER	<p><i>Please note that lacy/see-through material for tops, including sleeves, should not be worn. Dresses, skirts, or trousers should be at least ankle length.</i></p> <p><i>All items should be discreet (e.g. no plunging or off-the-shoulder necklines or thigh-length slits in skirts).</i></p> <p><i>A small amount of jewelry is acceptable but not large reflective pieces</i></p>
Gentlemen: Black dinner suit with jacket	
<ul style="list-style-type: none">● Smart black trousers● Black long- sleeved shirt.● Dinner suit jacket● No tie● Black shoes and socks.● CPC members wear the CPC badge on the left.● BLACK FOLDER	
Please refrain from wearing scented/perfumed products as these can cause allergies in some people.	

SEATING PLAN – see separate sheet



- S1
- S2
- A1
- A2
- T1
- T2
- B1
- B2