

Pre-Season

Welcome Packets for Students
(Allan Benson – 963-2623))

2012-2013

The welcome packets are designed to provide the students with helpful “visitors” information to the greater Ellsworth area, MDI and the Schoodic Peninsula so that they can take advantage of some of the recreational, outdoor, artistic and culinary offerings of our community. The materials are compiled by the Associates a couple of weeks before the students arrive.

- Ask Ron Schwizer how many students will attend the current season.
- Update the “welcome letter” to all students. Have Ron Schwizer make enough copies for each student.
- Scout out the nearby restaurants and those that advertise in the Monteux Program and update the “list of restaurants”. Have Ron make enough copies.
- Update the “shopping and services list”. Have Ron make enough copies.
- Pick up brochures, maps, tourist booklets, etc. from each local visitors center, chamber of commerce, Acadia Park, SERC, etc. in sufficient numbers for each student.
- Pick up the June “Out and About” from the Ellsworth American in sufficient numbers for each student and have the Ellsworth American deliver the same number of the July edition to the school.
- The week before students arrive, enlist a few Associates to meet with you at Tamarack Place to assemble all of the materials into enough packets (one for each student) and stuff them into large envelopes that Ron will provide. (This takes less than an hour.)
- Ron will hand out the packets to students as they arrive to check in for housing.
- Be creative – improve on what we have included in the past.

171 info packet for students from Assoc

Monteux Associates
Hancock, Maine

Dear Monteux Students,

June, 2011

We welcome you to the Pierre Monteux School for Conductors and Orchestra Musicians.
Let us introduce you to the Monteux Associates and what we do

Individually, we are all regular patrons of the orchestra and chamber concerts that you perform each year. As members of the Monteux Associates we are a band of active volunteers with a mission of providing community support to you, the students, in order to enrich your campus and off campus experience here in Downeast Maine.

During your stay, we hope to provide you with events, resources and assistance to make your stay more comfortable and enjoyable in a variety of ways. We encourage you to seek us out to provide feedback and suggestions, or just to say hello – and we will do the same.

Along with this welcome letter, you will find some maps, booklets, brochures, a list of affordable nearby restaurants, and the like that we have assembled to introduce, or reintroduce, you to the many offerings of Hancock County, including scenic Acadia National Park and the beautiful Schoodic Peninsula. As the season progresses, we will supplement this material with ongoing publications as they may be published by local organizations. The area weekly newspaper is *The Ellsworth American* and you can purchase it every Thursday to see the latest events scheduled for the area.

We are providing all of you a welcome supper on Monday evening, June 20 at 5:00 in the Forest Studio concert hall before your first full rehearsal. So relax and enjoy the food and each other's camaraderie before your musical experience begins!

A number of Trustees on the Monteux Board have traditionally had student gatherings at their homes, and those wonderful traditions will continue. In addition, the Associates and other friends will be hosting suppers and other gatherings for you to enjoy. On Saturday, June 25 we will begin by hosting several dinners by orchestral section to assist you in meeting each other and settling into your Maine environs. We will do our best to foster these and other supporting activities or services as the season progresses.

We extend our best wishes for a great season and we look forward to meeting all of you.

George and Charlotte Draper - Allan Benson and Nancy Hill - Ed Allen and Lorraine Gawronski - Bill and Polly Ceckler - Chuck Collison - Hal and Aileen Dower - Peggy Karns and Ralph Johnston - Doug Kimmel - Nadine Murphy - Joe and Pat Pitts - Jim and Merle Rinehart - John and Lee Schlegel - Jean Snyder - Phil and Nancy Standel - Ben Walter and Sonja Sundaram - Candace Walworth - Thelma White

6/11 info packet for students from Associates

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Bicycles and Recreational Equipment
(Allan Benson)

2012-2013

The Associates provide donated or loaned bicycles and other recreational equipment to the students for their use throughout the season. Donated bicycles are stored in the barn during the off season and are checked and tuned at the beginning of the next season. Other donated equipment is also stored in the barn. Loaned equipment can either be dropped off and picked up by the donor or by the Associate heading up this program.

- Keep an eye out during the year for serviceable bicycles and helmets that might be donated to the Monteux School or loaned out. Friends and neighbors, tag sales, garage sales, etc. are all fertile ground.
- In the spring, send out an email to all Associates enlisting their support to locate bikes, tennis equipment, croquette sets, and other recreational gear for the students to use during their stay (donated or loaned).
- If the bike needs some tuning or repair, see if someone can do that for us. Associate Joe Pitts has been a willing (and excellent) bike mechanic this year and last – thanks Joe!
- Once serviceable, we need to get the bikes to the school and several of us can help do that.
- The bikes can be stored in the barn at the campus over the winter.
- After the season, call or email people who have “loaned” equipment so they can pick up their equipment.
- Thank you letters are always appreciated.
- If someone wants a “receipt” for donated items, let Ron Schwizer know.

Summary of Duties – Welcome Supper Coordinator , 2012-2013

The Welcome Supper is the first event sponsored by the Associates each season for the student conductors and musicians. It provides a warm (and tasty) welcome to Hancock, and gives the students an opportunity to meet each other just before the program begins. It takes place at 5:00 p.m. in the Forest Studio on the Monday following the students' Sunday arrival. Associates, Board members, and friends provide food for a buffet supper for 65 hungry people as a prelude to the first rehearsal at 7:00 p.m., immediately following the supper.

The coordinator has the following duties:

- At the opening meeting of the Associates in June, remind members of the event and circulate a sign-up sheet for contributions of food. Needed are many main dishes, side dishes, salads, and deserts, each serving 10-12 people. (We try to make accommodation for vegetarian and other dietary needs and ask that the dishes be labeled if their content is not obvious.)
- Send a follow-up email to (and/or telephone) all Associates, Board members, and Friends of the School asking them to donate a main dish, side dish, salad, or dessert for the occasion. (Cash to purchase food, beverages, or paper goods and utensils is also welcome.) As possible, specify type of dish needed in addition to those already volunteered. Urge them to bring their contributions in disposable containers.
- Work with the Conducting Associate and Orchestra Assistants to arrange for the set-up of the Forest Studio main hall for the supper.
- Buy, or acquire through donations from local markets, soft drinks and iced tea for the dinner and hot coffee and tea for the desert, paper/plastic table cloths and eating utensils, ice, candles, name tags, etc.
- Arrange flowers for the ten tables.
- Enlist 4-5 volunteer helpers to help with set-up before the supper and clean-up afterwards. Helpers are asked to arrive at 4:00 p.m. at the Studio, as donors of food are asked to deliver their contributions starting at 4:30.
- Provide name tags for the students as they arrive, and, when they are assembled, welcome them and explain how the occasion works.
- Organize the post-supper clean-up, leaving left-overs for students to take home afterwards.
- Arrange return of all non-disposable serving dishes to owners.
- Send follow-up email of thanks to all who participated.
- We have already purchased vases, candle-holders, water jugs, and a variety of serving utensils, and have a coffee urn. After the supper, clean and store these and any unused supplies for future use.

Charlotte Draper has copies of past lists, emails, and other related information concerning the Welcome Supper.