

## “Christmas on the Square” – Event Guidelines for Performers



Dear Performers:

Thank you for participating in Leonardtown’s 2024 Christmas on the Square event on Friday, November 29<sup>th</sup>!

As you may know, this is a very popular event, with an estimated 10,000 spectators coming to Leonardtown Square to enjoy all the holiday entertainment and the annual Christmas Tree Lighting!

The following information is provided to assist you in planning your performance:

1. Please be sure to provide me with a brief description of your group/performance as soon as possible, but no later than **November 15, 2024 by 11:00 a.m.** This description will be used to introduce your performance.
2. Performances can be 5/10/15/20 minute slots. Please indicate which is your preference. Based on timing and number of other performance groups, we will try our best to accommodate any requests.
3. All music and performances must be in the Christmas holiday season theme. Please try to keep your repertoire lively, fun and upbeat.
4. Festive/holiday dress is encouraged! If you would like, you can also bring bells for an added jingle or other holiday props, such as stocking caps, etc.
5. Please arrive in the Town Square and check in with our stage manager/emcee at least 1/2 hour before your performance time.
6. Allow sufficient travel time so that you are on time for your performance. Washington Street and Fenwick Street into the downtown is closed to thru traffic, and traffic backups do occur. Vehicles will not be permitted into the downtown Square area for loading or unloading. Public parking areas around the downtown area include Park Avenue, Courthouse Drive, Lawrence Avenue/Firehouse area, or other neighboring side streets. You can also park at the College of Southern Maryland and use the free round-trip shuttle bus service.
7. The stage is 16' wide by 16' length by 3' high, made of steel, with diamond raised sheeting for added traction. The steps will be set from the back of the stage. Every attempt will be made to have the stage as level as possible. When there is moisture or condensation in the air, the stage may become damp. To help with this, towels will be available to wipe down the stage as needed.
8. It is important to keep your performance "on-time", and not to exceed your allotted time. Your scheduled time includes set-up, performance, and take-down of any stage props. However, if the group before you finishes early, you are welcome to start setting up early. If your performance is shorter than the time allotted between performances, that’s OK -holiday tunes will be played on the PA system while the next performer takes stage.
9. If you are using a CD for your performance music, please remember to bring it with you and provide it to our sound technician (Ron Ciecka) upon check-in.

9. Portable lighting will be placed near the stage. If you need to read music, it is suggested that you bring a flashlight or stand light for your musicians and singers.
10. Please advise us if you will be bringing musical equipment or props for placements on the stage, such as drums, keyboard, lights, stands, chairs, etc. You will be responsible for setting up and taking down these items.
11. The Town can provide a few folding chairs. Any requests for folding chairs on the stage during your performance should be made no later than **Friday, November 15<sup>th</sup> by 11:00 a.m.** to allow ample time for arrangements. The Town cannot provide music stands or a keyboard.
12. Raindate: **The raindate will consist of ONLY the Annual Tree Lighting on Saturday, November 30, 2024 at 7:00 PM.** The festival portion of the Christmas on the Square event will be cancelled (no vendors or performers). Everyone is welcome to come as a spectator to enjoy the tree lighting. In the **event of a cancellation of the event** on Friday, November 29<sup>th</sup>, we will contact all performers via email. For additional raindate announcements, call 301-475-9791 for a recorded telephone message, visit the Town of Leonardtown Facebook Page, or the Town web site *at [visitleonardtownmd.com/christmasonthsquare](http://visitleonardtownmd.com/christmasonthsquare)*.

Once again, thank you for your willingness to perform during Leonardtown's 2024 Christmas on the Square event! We are looking forward to an exciting evening of entertainment to ring in the wonderful holiday season!

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