



The Bishops' High School

10th International Reunion

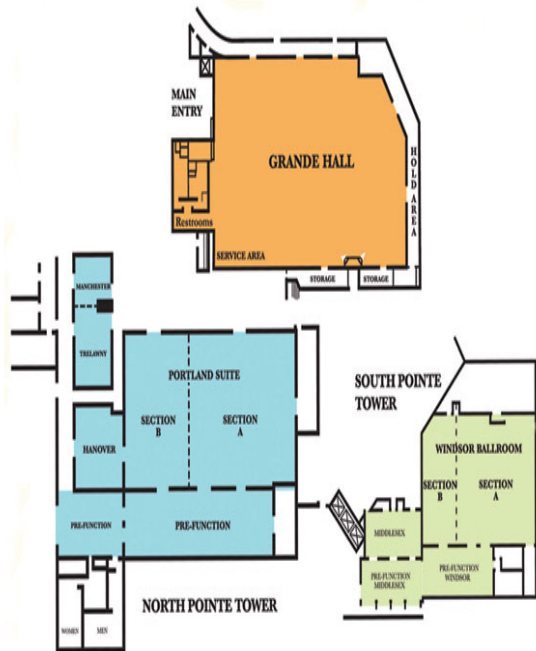
The Legacy Lives On at Reunion 2011

CULTURAL EVENING

July 21,2011

All Bishops' High School Alumni Chapters are welcome to the 2011 Reunion which will be held in Jamaica at the Jamaica Grande Hotel in Ocho Rios. We look forward to your participation in the Cultural Evening on July 21. As you prepare your programme we would like to acquaint you with the performance space.

Below is a diagram of the **Portland Suite (Section A & B)** represented in the blue with a horizontally placed stage 16 to 30 ft x 12 ft. where the show will be held. Adjacent to the Portland Suite is the Hanover Room which will be used as a holding area for dressing and pre-show preparation. Another marshalling area/ dressing room will be sectioned off at the far end of the pre-function area (to the right of the diagram)



Meeting Room	Dimensions (W x L x H)	Square Footage	Theater	Schoolroom	Ushape	Reception	Banquet
Windsor Ballroom	76' x 52' x 12'6"	3,952	400	200	108	400	240
Section A	51' x 52' x 12'6"	2,652	240	150	60	320	120
Section B	25' x 52' x 12'6"	1,300	80	60	40	100	60
Pre-function	57' x 22' x 11'0"	1,254				180	
Middlesex	36' x 18' x 10'0"	648			35		25
Pre-function	41' x 17' x 11'6"	697				100	
Manchester	17' x 21' x 10'0"	357	40	24	20	40	32
Trelawny	27' x 21' x 10'0"	567	40	24	20	40	32
Manchester & Trelawny	44' x 21' x 10'0"	924	60	30	24	60	40
Hanover	27' x 27' x 10'0"	729	50	39	18	50	40
Portland Suite	95' x 55' x 14'0"	5,225	650	400	150	450	350
Section A	58' x 55' x 14'0"	3,190	280	164	120	380	230
Section B	37' x 55' x 14'0"	2,035	160	96	50	200	120
The Grande Hall	110' x 168' x 19'1"	17,650	2,200	1,200		2,500	1,200

IMPORTANT INFORMATION

1. The show will begin at 8.00 p.m. on July 21st
2. The length of the show is two hours.
3. Performance time for each Chapter is **15 minutes** including entrance, exit and striking the set.
4. Each Chapter must appoint two stage hands to strike the set at the end of its performance.
5. Rehearsal times will be on July 20 and July 21 from 9.00 a.m. to 4.00 p.m.

6. There will be only basic lighting facilities.

PLEASE SEND THE FOLLOWING INFORMATION

1. The category of performance----song ? dance? drama?
2. Short programming notes/description of performance for use by the MC
3. Contact person for the cultural programme – name and email address
4. Size of the cast
5. Stage set requirements
6. Hand props required
7. Sound equipment required
8. Lighting requirement

N.B. Please note that with respect to 6 and 7 the hotel will apply additional electricity loading charges for any extra equipment brought in. These costs must be borne by the requesting chapter.

WE THANK YOU FOR AN EARLY RESPONSE

Contact: Mrs. Jean Small , Programme Co-ordinator

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