Notes – Sights and Sounds of Christmas 2022

1. **The combination of the exit start time and the (necessary) staggered exit of Green and Red groups resulted in the Red Group arriving late to Trinity AME.**
   Discussion: Using both stairwells for each group's exit is very helpful – however, it was hard to know for sure when the Red Group could exit (need to agree on a visual cue – e.g. as soon as we can't see persons at the tops of the stairs? – and timely communication to the waiting group). When the Red Group began to exit and got downstairs, all doors were closed and no one was standing by the doors to hold them open for the group.
   Suggestion: Since almost all attendees are already seated and listening to music before 6 pm, suggest that all times at Second Presbyterian be moved up by (at least) 2 minutes, allowing 7 minutes travel time to the next destinations: Seating 5:xx – 6:00 pm; Clergy Welcome 6:00 – 6:02 pm; Performance 6:02 – 6:09 pm; Exit Time 6:11 pm; Walking Time/Arrive @ Next 7 minutes / 6:18 pm.

2. **Use of the back entrance of Trinity Episcopal does not provide for an optimal experience at that church.**
   Discussion: The concrete pad walkway is difficult to navigate (we had some mobility-challenged folks who struggled), and the narrow entry through a small hallway and past the piano/organ(?) is not very welcoming.
   Suggestion: The Green Group entered and exited through the front door and lobby; both groups should use the front entrance so that they have the same welcoming experience at that location.

3. **The Newark High School Group did not sufficiently fill their allotted time. This resulted in the Red Group arriving at their next stop (First Presbyterian) early.**
   Discussion: The group could have possibly filled their time if they had just played more than one verse per song: they performed several songs, but each song was only about 30 – 45 seconds; performance time was about 4 minutes. It seems at times like the different locations don't know when they are to start, how much time they have, what adjustments might need to be made if we are running ahead or behind, etc. etc.
   Suggestion: The committee should have a documented set of instructions and a complete schedule to give to each location's performance coordinator. Designating a committee member as the locations' point of contact (to answer questions, provide explanations, etc.) might also be helpful.

4. **The Green Group arrived quite late to First Presbyterian; this combined with the subsequent early arrival at First Presbyterian of the Red Group resulted in the Red Group's standing outside for at least 5 minutes.**
   Discussion: Need to determine what caused the Green Group to arrive late. Suspect that the Green Group might have been late because Trinity AME ran long, rather than the walking route taking more than the allotted time.
   Suggestion: See Item 3 above; same suggestion would possibly help if the problem was Trinity AME running too long.

5. **The performance at St. Francis ran quite long. It was around 8:40 or 8:45 pm before folks were dismissed to the reception.**
   Discussion: The choir performed three numbers (including the 'Hallelujah Chorus') and exceeded their allotted performance time. We need to be respectful of the attendees (especially since there are often children attending, and it is a school night), making sure we adhere to the stated schedule and end on time (or closer to it).
   Suggestion: Again, all locations need to be given detailed instructions to follow. (See Item 6 below for additional discussion.)

6. **Observation --** It seems that a lot of locations feel that having only two musical numbers just isn't enough – but, typically, a third number will put you well over the 7 minutes of allotted performance time. All locations should time their musical offerings and keep in the range of 7-8 minutes total time, adjusting the time spent on the clergy welcome and exit speeches accordingly.

7. **Speakers who did not use microphones were difficult to hear/understand.**
   Discussion: When it is difficult to hear or understand the speaker, it is frustrating for folks and a waste of the location's allotted time.
   Suggestion: Locations should be instructed to use amplification for speakers. Understandably, it may not be possible to do this outside (it's logistically more difficult, but there are ways to do it).