



2013 HIGH SCHOOL ARTS AWARDS BANQUET ADMISSION INFORMATION

Please copy this information, as well as the enclosed directions, and distribute to EVERYONE ATTENDING as this is your final confirmation and arrival instructions.

THE DATE:	<i>Monday, April 1, 2013</i>
THE PLACE:	<i>Aqua Turf Club, Plantsville, CT</i>
ARRIVAL TIME:	<i>5:00 - 5:45 p.m.</i>
START TIME:	<i>Promptly at 6:00 p.m.</i>

A map with directions to the Aqua Turf is enclosed or you can visit our website for door-to-door directions at www.casciac.org/directions.shtml. The parking area will be immediately visible as you enter the Aqua Turf grounds. Entry to Kay's Pier Banquet Hall is on the right, across the footbridge. The temperature in the banquet hall tends to run on the cool side. We recommend sleeves and light jackets or sweaters.

We anticipate approximately 1,300 guests at this event. The program will begin promptly at 6:00 p.m. with greetings, introductions, dinner and remarks. Please be seated before 6:00 p.m. As a courtesy to our speakers, late arrivals must wait in the lobby until remarks have concluded.

As this is an awards ceremony, we ask that all honorees and guests please dress appropriately.

- **No one will be admitted who has not previously been registered.** Honorees, their registered guests, and school officials will be seated together. **Schools with less than 10 registrants will be seated with another school at the same table. There will be no seating for unregistered guests.**
- Upon arrival, the **Honorees ONLY** should proceed to the registration area to check in and receive their name tags. Registration is in alphabetical order by the town in which schools are located. The name tag should be attached to clothing immediately and not removed. **Name tags must be worn at all times.**
- Having received a copy of this Admission Information, parents, guests and school officials are asked to proceed directly to their table to avoid crowding in the lobby. A table chart is located near the grand staircase in the lobby and each school's meal tickets will be in an envelope on its table. (*Pink=Beef, Yellow=Chicken, White=Vegetarian*)

*****Honorees*****

- When it is time for awards (following dessert), a CAS staff member will come to your table and direct you to the presentation area. Please remain seated until then. **Remember to wear your nametag. Please do not remove, fold or tear.** When you reach the lobby, a CAS staff member will ask for your name tag.
- When you reach the presentation area, it is important that you come to a full stop, smile, and shake hands with those on the platform. A professional photographer from G&B Studios will take your picture. Following the banquet, G&B Studios will email information regarding the photos to all principals.
- Once you have received your plaque, continue in the same direction as you work your way back to your table.

Guests should not approach the platform to take pictures during the ceremony as it will interfere with the photographer. Also as a courtesy to all honorees and guests, please remain at your table until all honorees have received their awards and have been acknowledged with applause.