



EchoHorizon Event Procedure

A quick guide for performers and families

Before the Event

Registered participants will receive an email with:

- Event date and time
- Performance schedule
- Venue location and details

Email also includes:

- **Google Form** to confirm attendance (collects song details, duration, and any special accommodations)
- **Liability waiver**
- **Media consent form**

Important: Time slots are assigned on a first■come, first■served basis. Please submit forms as soon as possible.

On the Day of the Event

- Arrive **5–15 minutes** before your scheduled time.
- Parents drop off at the designated entrance.

Note: Parents are generally not allowed inside due to senior home security policies (may vary by venue). For performers **10 years old or under** who require a parent, we will do our best to request access from the senior home.

- Event staff will check in performers and provide a **performance order sheet**.
- Staff will guide performers to the waiting area and then to the stage when it's their turn.
- After performing, participants return to the seating area under supervision of EchoHorizon helpers and senior volunteers.

Photography & Media

We always have a photographer capturing photos and short video clips. These will be shared with parents after each event—no need to worry about missing the performance.

Special Accommodations

Please indicate any support needs in the Google Form.

Stay Duration

Performers are expected to stay until closing remarks—approximately one hour after the first act begins.

What to Prepare

Before the Event

- Practice your piece thoroughly.

Bring on the Day

- Your instrument (if not a piano)
- Your sheet music (if needed)
- A bottle of water (optional)

Provided at venue: piano, sheet music stand, piano chair, and seating.