



# The Maple Leaf Singers

## MEMBERSHIP INFORMATION BOOKLET

*Updated: September 7, 2019*

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Mission Statement: *“To sing, have fun and to share our joy of music with others.”*

## **WELCOME**

Welcome to the Maple Leaf Singers (MLS)! This booklet contains information about our history, how we are organized, and guidelines of what is expected from you as members. This is our 52<sup>nd</sup> year of bringing the joy of music to others and we have fun doing it!

If you are new OR a returning member, please read this whole booklet. There have been numerous changes since the 2018 version, as we have just completed a very successful 51<sup>st</sup> year with a new director, new sound tech and new producers - and our membership has swelled!

In many ways this is our policy document, consistent with, but more detailed than, our constitution and bylaws (both of which you'll find in the Members section on our website: [www.mapleleafsingers.com](http://www.mapleleafsingers.com).) This booklet not only contains useful general information for you but also guidelines for financial accountability, attendance, selection of soloists, conduct at rehearsals and shows, and grievances (which don't happen very often!).

If you have any questions not answered here in this booklet, feel free to chat with any of our leadership team. A list of the current Leadership Team and other key volunteers is attached as APPENDIX A.

## **GENERAL INFORMATION**

The MLS was established in 1968 by George and Marie Gillis, who served as director and producer. See APPENDIX B for historical highlights over the last 52 years.

Today we are a community service chorus comprising 50+ singers and support staff. We perform 15 to 20 shows per year throughout the Lower Mainland under the direction of our Music Director, Rob Gillis. See APPENDIX C for biographies of Rob and other members of the Artistic Team.

The purpose of the MLS is to provide quality choral entertainment for just about any audience including seniors' residences, care homes, churches, community organizations, activity centres, fundraisers, conventions and banquets. We sing a variety of musical styles including rock, jazz, comedy, Broadway and movie tunes, gospel and the classics. Choreography and costumes add energy and interest to many of our numbers - and we do it all by memory! We are truly a vibrant and energetic group.

Our Executive Committee consists of four elected positions: President, Vice President(s), Secretary and Treasurer plus the immediate Past President. Under the terms of the MLS Constitution, the Executive committee “shall have charge and control of the affairs, funds, properties and equipment of, or under the care of, the Society.”

Our Leadership Team includes the Executive plus four Managers, and our Musical Director. Other advisors who offer advice and recommendations to the Executive Committee are the Artistic Team and various Committee Chairpersons. The names of all those on the Leadership Team as well as other members who have key responsibilities are listed in APPENDIX A. An organization chart for all positions and committees is on the Members section of our website.

Below in alphabetical order are other items of important general information you need to know:

An **Annual General Meeting** is held early in June, at which time the Executive are elected or re-elected. The Nominating Committee, chaired by the Past President, informs the members six weeks prior to the AGM that nominations are being accepted and that signed nomination forms must be submitted two weeks before the AGM. Voting for each position is done by secret ballot. If there is only one nomination for a position, that person is declared elected by acclamation.

**Dues** for returning members for the 2019-2020 chorus year are \$200 plus an annual \$20 costume fee. Dues for new members are also \$200, plus a one-time non-refundable costume fee of \$90. Dues are payable by October 31<sup>st</sup>. Note that full fees are payable even if the full year is not attended. If you join in January, dues are payable in full by January 31<sup>st</sup>.

**Length of chorus season** – The first rehearsal will be scheduled for the Monday after Labour Day in September. The last practice will be scheduled no later than the first week of June, unless approved by the chorus (based on show bookings).

**The MLS Membership List** is regularly updated and distributed to all members by the Executive. This tells you who is in each section, who lives near you (which is helpful to organize carpools), and phone numbers and email addresses, in order to keep in touch with each other. At the first rehearsal, you will receive a Contact Information Form, which you should complete as soon as possible and return to the Secretary in order that the Membership List can be updated and distributed to all members. If there are any changes during the year to any of this information, please advise the secretary as soon as possible. Please do not give any member's contact information on this list to anyone outside of the MLS, unless you have permission from that member to do so.

**Membership in other Organizations** – The MLS will retain membership in the Burnaby Arts Council, New Westminster Arts Council, Arts Council of Surrey, and the BC Choral Federation, and pay dues accordingly.

**The Publicity Committee** promotes the MLS throughout the Lower Mainland by designing/writing various publicity materials such as rack cards, posters, paid advertising, and newspaper articles. A publicity plan is created, including timelines for distribution to online event calendars, community event bloggers, public bulletin boards and church bulletins. The committee seeks avenues to increase public awareness and branding through direct word of mouth, public events, and social media, e.g. Facebook and Mail Chimp. If you are interested in volunteering and joining this committee, please see APPENDIX E for publicity volunteer opportunities and contact the Chair of the Publicity Committee, listed in APPENDIX A.

**Rehearsals** - Weekly Monday evening rehearsals are held from September to June, excluding December, at the Burnaby Lake Pavilion, **6871 Roberts Street, Burnaby**. Rehearsals run 7:30 to 9:45 pm with a 15-minute tea and coffee break. Please sign the attendance book as you arrive. During several months of the year, extra rehearsals for the sections will be held, if deemed necessary by the Music Director, to prepare for the Christmas or Spring Show. These are held Thursday evenings from 7:15 to 9:45 pm at Byrne Creek Secondary School, **7777 18th Street, Burnaby**. We usually have the use of a music room and a dance studio. There are two all-day Saturday rehearsals during March and May for intensive work on our spring performance. The date and location will be announced once determined. See the Google calendar for schedule.

To assist in memorizing music, members will be given an envelope of sheet music at the first rehearsal and rehearsal tracks will be available on the Members website. CDs are also available upon request to the Rehearsals Manager. Every attempt should be made to learn the music prior to rehearsal time; at rehearsals, we learn to blend our different voices together. Our Music Director also distributes a very helpful printed learning schedule at the first rehearsal, outlining which song selections need to be learned by which rehearsal. When you join the MLS, at the first rehearsal (either in September or January), you will receive a name tag as well showing your name and section.

**Section Leaders** - Each vocal section of the chorus has a section leader. They play a critical role in the functioning of the chorus. They are the main contacts to get information quickly to all chorus members (e.g. cancellation of rehearsal due to weather). The section leaders help orient new members to the chorus, act as a “buddy” or assign a buddy in their section to answer questions and generally help new members to feel at home. Please see your section leader if you have questions or need help in any way.

**Shows** - The chorus performs 15-20 times a year at various venues throughout the Lower Mainland, including two performances of the annual Spring Show at the Massey Theatre and a public Christmas show (location TBD) annually. Please see APPENDIX D for an example of our show schedule. All costume information will be given in advance of each show. Show programs will be determined by the Music Director. Most shows, except for the Spring Show at the Massey Theatre, are about one hour in length and are held on weekday evenings or occasionally on Saturday afternoon, due to the regular work schedule of our members.

**Social Media** - All avenues of Social Media are determined by the Executive, and are under the supervision of the Social Media Committee. Currently we have accounts on Facebook, Twitter, Instagram and You Tube. Members are encouraged to like our pages and share any posts on our pages to their own social media feeds. Anything posted to our page will be reviewed before it is shared with the public. Please also see Guidelines for using Social Media on page 5.

We currently use two platforms to inform members of upcoming shows and rehearsals:

Our **Google Calendar** is located in the Members section of the website. You can subscribe to it through the website and get automatic updates to your digital calendar. Information included is the date, set up time, chorus arrival time, venue name, and venue address. The address is linked to Google Maps. The calendar may also include the show order and costume pieces.

We also use a site called **Muzodo**. The system sends emails from time to time from Muzodo, asking if you will be able to attend shows. This information lets the Music Director know who is able to attend and whether or not we have the right mix of voices to perform. You do not have to sign in or be a member of this site, simply reply to the emails and select your availability (yes, no, maybe) for each show. For no and maybe answers, there is a field to explain why you may or may not be at any given show.

**Volunteers** - Each member is required to participate in at least one volunteer job to assist the chorus, in addition to being on one of three set up teams for equipment at rehearsals and shows. Setup is a requirement for ALL members, unless you have physical disabilities for not doing set up. In that case, this should be discussed with the Rehearsals Manager. See APPENDIX E for a list of volunteer opportunities.

**Website** [www.mapleleafsingers.com](http://www.mapleleafsingers.com) has a Members section which is used frequently to communicate information to members such as announcements, schedules, set up teams, costumes, AGM and Executive Committee meeting minutes and the tracks for current and previous practice files. Please consult any of the chorus managers or Executive to obtain the password for this section.

## **GUIDELINES**

This section outlines what your contributions to the MLS should be – in addition to singing and paying dues! We don't have a lot of "rules" but we do have the following guidelines for the other responsibilities you have as members.

**Attendance** - Except for reasons of illness, work commitments and emergencies, members are expected to attend all scheduled rehearsals/shows. Members are responsible to notify the Attendance Coordinator, rather than the Music Director, when any of the above prevent them from attending. Attendance at rehearsals and shows must be noted in the attendance book provided at each rehearsal. If a member has three or more unexcused absences, the Music Director may ask that member not to participate in a particular show or shows. An unexcused absence is when a member does not contact the Attendance Coordinator to report his or her absence. If a member is absent for any reason, they are responsible to check what they missed and to ensure that they rehearse on their own to keep up.

Members are expected to attend scheduled rehearsals/shows *for the full membership year* from September to May. Membership dues are for the full year, even if you join or need to leave mid-year. Short vacations or absences of a few weeks are possible if a member informs the Attendance Coordinator verbally in advance and continues to study and work on the music, so they don't fall behind. If a member should need to take an extended leave of absence, for half a year or a whole year, with the intention of returning, he or she is asked to inform the Executive in writing. The Executive will then consider when will be an appropriate time for the member to return to the chorus, or whether the member should return their costumes and music. At the discretion of the Music Director, once you have become a member you can always return without re-auditioning.

**Costumes** - All members are supplied with costumes to complement the musical selections at performances. The Costume Committee will contact new members prior to the first show of the season to arrange a costume. A new costume is usually designed each year for women. Men are issued with a tuxedo, dress shirts, t-shirts and other accessories that complement the women's costumes. To reduce costs, current costumes are sometimes modified. Also to reduce storage costs to the chorus, all costumes remain in the possession of the chorus member until recalled by the Costume Committee or a member leaves the chorus. Members are required to keep their costumes in good condition and to launder and iron as necessary, and keep on hangers. Our costumes should be crisp and pressed at performance time and worn with pride. Costumes are provided for MLS performances only and are the property of the MLS. Performance dress code must be strictly adhered to. A full outline of dress code requirements for performances will be distributed well in advance, usually on the google calendar as well as by email or announcements at rehearsals.

Women will need to purchase the following personal items if they don't already have them: One pair of plain black performance shoes ("Mary Jane" style, low heels and round toe with strap), nightshade nylon stockings or black knee high stockings or trouser socks, and black and flesh-coloured camisoles to be

worn under tops. Men will need to purchase a good pair of black dress shoes to complement the tuxedo and black dress socks.

**Financial Guidelines** - The MLS is a non-profit society and a federally registered charity. We are supported by the following sources of income:

**Dues:** Dues are assessed each year. If they need to be changed, the Executive presents a proposal to the members at the Annual General Meeting. Approval by a majority vote of the membership is required.

**Fundraisers:** The MLS holds three or four fundraisers a year plus a weekly 50/50 draw at rehearsals and a bake sale at our public Christmas Show. Participation in these fundraisers is voluntary but members are encouraged to be involved as much as possible.

**Donations:** Donations are gladly accepted from supporters. While we do not charge a fee for performances other than at public shows, most private venues donate to our group in appreciation.

**Grants:** The MLS applies for BC Gaming Grants annually; however, we are never guaranteed to receive them. We also apply to the Surrey and Burnaby Arts Councils and the City of New Westminster for an Arts grant.

**Ticket Sales:** Currently, each member is financially responsible for a minimum of eight tickets for the Spring Show, currently priced at \$25 each, or as set by the Executive. Members are not required to sell a minimum number of Public Christmas Show tickets; however all are encouraged to sell as many as possible.

The Treasurer prepares an annual budget for the coming fiscal year, i.e. August 1, 2019 to July 31, 2020 for approval by the Executive at the first Executive meeting in August.

Each MLS Committee will have one Chairperson. The Treasurer will give written notification to each Committee Chairperson of their Committee's budget for the season by or on the first rehearsal in September. All committee expenditures must first be approved by the Committee Chairperson. Each Committee Chairperson will be required to keep copies of receipts for all expenditures, and will maintain a running record of remaining funds in the committee's budget. Actual itemized receipts (not credit card receipts) are required for submission to the Treasurer for reimbursement. In the unlikely event that expenditures exceed the approved committee budget, the Committee Chairperson must present the expenditure to the appropriate chorus manager, who will then present the request to the Executive for final approval. In the event of budget discrepancies, the Treasurer's report will supersede all other documents.

**Singing/Speaking Solos, Small Group Acts** - Parts will be filled by audition.

**Social Media** - When mentioning or tagging the MLS in any social media post, we ask that it is done in a positive way to promote the chorus. Members are not to create any accounts on behalf of the chorus without prior approval from the Executive. The Social Media Committee's role is to promote the chorus in a positive light through social media. Familiarity with different avenues of social media, photography skills, and creativity are assets in this committee. Posts are to be professional and free of grammar and spelling errors. Please see the chorus General Manager if you are interested in volunteering for this committee. **NOTE:** We will never share your social media profiles or email address with anyone except other members of the chorus.

## COMMUNICATIONS

The MLS recognizes that effective communications and a positive environment supporting courtesy, respect, and pride is essential to achieving overall harmony and success. Therefore, the following policies regarding communication of comments, concerns, complaints or grievances, as well as courtesy at rehearsals and shows, is proposed to safeguard the chorus' overall health and success.

**Communicating Comments and Suggestions** – Your comments and suggestions for improvement are welcomed by any Executive member. Brief comments or suggestions may be made directly and verbally; however, it is better to put them in writing or email with your name and phone number for ease of response.

**Courtesy during Shows** - Please show respect for our audiences by not talking during performances. Remember, if they can hear you sing, they can hear you talk! Applauding a soloist in a show is not appropriate; that's the job of the audience! However in special situations, or when in doubt, follow the Music Director's lead.

**Courtesy during Rehearsals** –Please show courtesy to the Music Director and fellow chorus members by not talking during rehearsals. All direction and instruction shall come from the Music Director, except in the case where individual comments and suggestions are invited by the Music Director. Members please raise your hand in a rehearsal if you have a question for the Music Director and wait to be recognized before you speak. When entering and leaving rehearsals/shows, please carry a piece of equipment with you to aid in loading and unloading the truck.

**Disagreements** - In the event of a disagreement or conflict between two or more members, the members are encouraged to work out their differences in private in a calm and respectful manner. Under no circumstances should a member draw others (third parties) into the issue. If it is observed that a member continues to demonstrate disrespectful behaviour or if the Executive continues to receive concerns regarding a member's behaviour, the Executive will discuss the concern with the member and if, after reasonable warning, that member fails to follow the guidelines, the Executive will consider revoking their membership. Just to clarify, *it is not the job of the Executive to act as referees or judges, but to deal with members that are unwilling to resolve issues with other members privately.*

**Communicating Grievances** - Members should communicate concerns, complaints and grievances in writing (email) to the Executive. The Executive will respond as quickly as possible, and even though it may need to be forwarded to an appropriate Manager, your concern will be kept confidential, or anonymous if you prefer.

**Emails** should be factual, e.g. costume details, rehearsal set up, show times, choreography, etc. Members are not to send any emails to the membership that result in personal financial gain, or that contain wording that may be offensive, aggressive, negative or critical in nature. Failure to demonstrate this may result in the Executive taking the member's membership under review.

## LEADERSHIP TEAM AND KEY VOLUNTEERS

## APPENDIX A

### **Executive**

President – Tracey Thompson  
Co-Vice Presidents – David Cutcher & Vicki Stratton  
Secretary – Glenora Doherty  
Treasurer – Alma Relkie  
Past President – Jan Robinson

### **Managers**

Show Manager – Bev Schenke  
Rehearsals Manager – Janet Butts  
Spring/Christmas Show Co-Managers – Josie Gillis & Susan Rowley  
General Manager – Mary Dale Esposito

### **Artistic Team**

Music Director - Rob Gillis (Chair)  
Accompanist - Gail Macdonald  
Assistant Accompanist: Marilyn Rushton  
Other members may be invited by the Music Director to participate on this team from time to time.

### **Show Production Team**

Rob Gillis, Josie Gillis, Ron Heal, Susan Rowley

### **Other key volunteers/committees**

Attendance Coordinator – Mary Dale Esposito  
Coffee Coordinator – Corinne DeBiasio  
Choreography Committee Chair – Josie Gillis  
Costume Committee Chair: Josie Gillis  
Fundraising Committee Chair – Alma Relkie  
50/50 Committee – Pat Edwards, Bev Schenke  
General Inventory – Anne Baird  
Key Inventory – Mary Dale Esposito  
Membership List and Membership Information Booklet – Glenora Doherty  
Music Librarian – Marlene Taylor  
Publicity Committee – David Cutcher & Vicki Stratton  
Social Convenor/Family Christmas Show – Pat Edwards  
Sound Technician – Autumn Juanicotena-Heal  
Truck Drivers – Geoff Rowley & John Worsley

**NOTE:** To contact (phone, email, etc.) any of the above, please consult the MLS Membership List which is distributed by the Secretary to all members whenever there is a change.



## HISTORICAL HIGHLIGHTS

## APPENDIX B

- 1968:** MLS formed
- 1971:** First Annual Spring Show; James Cowan Theatre in Burnaby (1971-77), Massey Theatre in New Westminister (1978-present)
- 1973:** First show (of a series continuing to 2008) at Royal Heights United Church, Delta
- 1973:** Official choir for Canada Summer Games; New Westminister
- 1973:** Karen Magnussen's birthday party; The Coliseum, Vancouver
- 1974:** Grey Cup game; Empire Stadium, Vancouver
- 1977:** First of three (also in 1978 & 1993) shows sponsored by the Chilliwack Kiwanis Club; Evergreen Hall, Chilliwack
- 1977:** Tribute to the Silver Jubilee of Her Majesty Queen Elizabeth II; Orpheum Theatre, Vancouver
- 1977:** New Westminister Silver Jubilee Celebration; Massey Theatre, New Westminister
- 1978:** Royal Visit by His Royal Highness Prince Phillip and Prince Andrew – salute to Captain Cook; Burnaby
- 1983:** Concert; Agassiz United Church, Agassiz
- 1984:** 125<sup>th</sup> Anniversary of the City of New Westminister
- 1985:** Gala Italian Night: Orpheum Theatre, Vancouver
- 1986:** Expo 86, representing the Best of BC Talent at the B.C. pavilion, including vocal backup for Urban Sax from France; Vancouver
- 1987:** First of 2 (also in 1988) shows at Nanaimo Ecumenical Centre; Nanaimo
- 1991:** Music '91, BC Tel Centennial Community Showcase Road Show; Victoria
- 1994:** First of two (also in 1995) shows sponsored by the Okanagan Mission Lions Club of Kelowna and the Summerland Kinsmen of Summerland
- 1996:** First of five (also 1997-2000) shows sponsored by the Squamish Lions Club; Squamish
- 2001:** George and Marie Gillis retire as Music Director/Producer/Accompanist, passing on the leadership to Wilson Fowlie
- 2002:** Constitution rewritten and re-filed
- 2006:** Afghanistan Troop support
- 2008:** 40<sup>th</sup> Anniversary
- 2010:** Vancouver 2010 Olympic and Paralympics Games (see [www.mapleleafsingers.com](http://www.mapleleafsingers.com) About Us – Our History - for details of our participation in this event)
- 2015:** First public Christmas Show
- 2018:** "Solid Gold" 50<sup>th</sup> Anniversary Show and 50<sup>th</sup> Anniversary Gala.
- 2018:** Wilson Fowlie retires after 17 years. Rob Gillis is appointed as Music Director.
- 2019:** Spring Show "Don't Stop Believin'" used multi-media (photography and video) as well as the Hazer (vapour machine) for the first time.



**Rob Gillis, Music Director**

Rob was born and raised in New Westminster, performing at Massey Theatre since the 1970s, and has been singing and playing in bands since the age of 10. As a founding member of his most recent band, Rob sang and played bass guitar for Vancouver's Blue Meenies for over 25 years.

Son of Maple Leaf Singers' founders George and Marie Gillis, Rob has grown up with MLS in his blood. Before the days of accompaniment tracks, he played drums and percussion for the chorus starting at the early age of 8.

in 2007, Rob and his wife Josie joined the Maple Leaf Singers as full-time singing members, taking on various duties including terms as Vice President, Shows Manager, Music Selection Committee, Costume Committee, Social Committee, etc.

Rob says, "Carrying forward the proud 51-year legacy of the Maple Leaf Singers is an honour. Providing theatre quality entertainment to those unable to get to the theatre is a joy I wish everyone could experience. The people we are able to touch through the power of music is only surpassed by our amazing members. So, if you like to sing, come audition... and join our Maple Leaf Singers family!"



**Accompanist, Gail MacDonald**

A Vancouver native, Gail MacDonald graduated from John Oliver High School and received her Bachelor of Music degree and Teacher Certification from UBC. She has been a Music and ELL Specialist Teacher for over 40 years, working with students ranging from Kindergarten to Adult Education.

As a chorister, Gail has performed locally, nationally, and internationally. She is a former Director of the Burnaby District Children's Choir and currently directs Andante, the Burnaby Retired Teachers Choir.

A member of the Maple Leaf Singers since 1998, Gail enjoys singing and accompanying our varied repertoire. In 2015, she received the Joyce O. Maguire Award from the BC Choral Federation for outstanding long-term service as a choral accompanist.



**Assistant Accompanist, Marilyn Rushton**

For Marilyn Rushton, music is like a second language. She began playing piano at the age of five. Throughout her school years, she sang in school choirs and in a girls' quartet.

Marilyn sang on radio jingles and worked in piano bars for nearly 15 years before taking on the role of co-director of the Burnaby Children's Choir from the late 1980s to 2000. Marilyn received a Bachelor of Music Education degree from UBC in 2000 and joined the Maple Leaf Singers in 2001. She completed her Master's Degree in Special Education in 2002. She is a vision teacher with the Vancouver School District and regularly incorporates music into her students' programs.

**SAMPLE SHOW SCHEDULE (for actual 2019 schedule, see Google calendar)**

**APPENDIX D**

Date	Location	Comments
October	Good Samaritan, New Westminster	
November	Park Place Courtyard Terrace, Burnaby	Saturday afternoon
December	Whitecliff Retirement Residence, Surrey	
	Imperial Place, Surrey	
	Gilmore Gardens, Richmond	
	Crofton Manor, Vancouver	
	Lougheed Mall, Burnaby	Only sound system setup required, daytime
	Maple Leaf Singers Christmas Show - Cliff Avenue United Church, Burnaby	Tickets sold by members (no obligation)
	Peninsula Retirement Residence, Surrey	
	Burnaby Lake Pavilion, Burnaby	MLS Family & Friends Christmas Party and Show (free)
March	Dogwood Pavilion, Burnaby	
April	Harrison Pointe, Langley	
	Crescent Gardens, Surrey	
May	MLS Annual Spring Concert, Massey Theatre	Saturday evening and Sunday Matinee. Tickets sold by members (8 tickets @ \$25) & Massey box office.

## **MEMBER VOLUNTEER RESPONSIBILITIES**

## **APPENDIX E**

The chorus functions smoothly and cooperatively due to the many willing hands that help out in various areas. This type of involvement helps keep our costs down and our morale up!

Each member is required to take on a volunteer responsibility within his/her area of capability. See below:

- Set-up crews (expected of all members, as this is the chorus's greatest need on an ongoing basis)
- Costumes (sewing, shopping, design, administration)
- Social Committee (the fun stuff!)
- Props
- Refreshments
- Music filing, stamping, distribution
- Ticket selling
- Publicity Committee: skills in social media, website management, blogging and newspapers, Mail Chimp, broadcast media, photography, graphic design or writing copy and press releases
- Show make up
- Truck drivers
- Assisting with inventory
- Assisting members of Executive Committee as needed

Please see any one of the Leadership Team to sign up for one of these areas.

### **INFORMATION NOT IN THIS BOOKLET BUT DISTRIBUTED SEPARATELY:**

- MLS Membership List
- Chorus Positions on Risers on website, from the Music Director
- Organizational Chart on website
- Rehearsal Schedule, locations and map on Google Calendar
- Show Schedule, locations and maps link on Google Calendar
- Set Up Crew, Sound and Truck Schedule on Google Calendar