

Dear All,

Please take the time to read the info below, so that you are prepared for your LCM Music exam next week.

On the day - you can choose to arrive early at Chelmer Park, but PLEASE do not go over to the house until **10-15 minutes before** your exam time. Just so you have time to tune up your instrument! Kindly refrain from bringing food or snacks into the house. Signs will direct you to the WAITING ROOM inside the house. The examiner will be in the Chapel Studio. Do not go over to the studio until directed to.

1 - **PARKING** - Exams are held at Chapel Studio, 433 Beehive Lane, Chelmsford. CM2 8RJ.

However, there is NO parking at the house or on the main road outside.

Please make sure you **park at Chelmer Park** car park, which can be found **opposite** 433 Beehive Lane (approx. 100 yards further down the road, on the right - if coming from the Army and Navy direction and on the left if coming from Galleywood).

If you would like to see a map of the address, please visit the Stave House website contact page: <http://stavehouse.co.uk/contact/>

2 - **Attendance Notice** - please ensure you bring your attendance notice with you - there are no printing facilities available on the day.

3 - **Proof of ID** - please bring some ID with you - passport is fine.

4 - **Music** - please bring your music and any accompaniment music. Please ensure you use the proper authentic score as photocopies are not allowed (on their own), if you need a copy for your accompanist - that is allowed providing the original score is also being used for the exam. **You will also need a photocopy for the examiner.**

5 - **Instrument!**

6 - **Programme** - please check your syllabus - but some exams require a **written** programme of performances to be presented to the examiner - especially Musical Theatre and Diploma's, listing the names of the pieces and order. We would advise all students to bring one as it immediately reflects well on the candidate, showing thorough preparation :-). For anyone taking a drama/theatre based exam, feel free to bring your costumes and props!

7 - Any **technical equipment** - e.g. laptops for any backing tracks and leads to connect them.

8 - Any **fees** outstanding for accompaniment - I know a couple of people said they would pay Ruth on the day.

Music stands are provided & there is a CD player available in the studio. We also have a USB connector to connect your laptop to our sound system.

If you have any problems on the day, please don't hesitate to contact us. **Tel: 01245 284407**