



Dear Educator/Administrator:

Camp Broadway® has been invited to perform a musical medley before the Radio City Christmas Spectacular on Sunday, December 9, 2018 as part of their *Sounds of Christmas* program at this timeless New York City holiday tradition.

One of your students has been selected as a Cast Member through an audition process and will have unique opportunity of performing with our ensemble. This event will take place in New York City on Sunday, December 9, following a day-long rehearsal.

Camp Broadway, recipient of a 2016 Special Drama Desk Award and the 2002 Standing Ovation Award from the Educational Theatre Association is a theater arts education and audience development company dedicated to helping educators, students and families to experience theater in creative and meaningful ways. Our programs are designed to serve the unique needs of both the education and theater industry by connecting professional artists with young audiences throughout the year.

Camp Broadway has created a day-long intensive program leading up to the performance to prepare the ensemble for their performance of a 5-minute a cappella holiday medley that has been specially arranged for this performance.

As part of their participation, students are required to begin rehearsals in in New York City beginning at 8:00 am on Sunday, December 9. Full attendance is mandatory. The performance will take place on Sunday evening at 5:30 PM. This may require families outside the New York City metropolitan area to travel home on Monday, December 10. Therefore, we respectfully ask that you consider their absence as excused.

We thank you in advance for your consideration. If I can provide you with additional information, please do not hesitate to contact me at the number below.

Best regards,

A handwritten signature in black ink, appearing to read "Melissa Caolo", written in a cursive style.

Melissa Caolo
Managing Director, Camp Broadway LLC