

**Castleton Elementary School PTO K-6 Lip Sync
Information & Sign Up**

***Friday, April 21st at 6:30 pm in the High School**

SIGN UP:

- In person, **Wednesday, February 8, 2023 6-7pm** in the CES cafeteria.
- Bring attached form and email a copy of their first song choice only to Amanda Smith at smithparent@yahoo.com
- The song should be cut to approximately 3 minutes (no more than 3 min 15 seconds) and exactly as the group will perform it. We will not cut songs

GROUPS: Need to consist of 3 or more students.

SONGS:

- Songs are reserved on a first come, first serve basis.
- Limited to a time limit of 3 minutes or less (no more than 15 seconds over)
- Must be appropriate content that does not contain adult themes or language (consider Kidz Bop version).

INSTRUCTIONS TO CUT SONGS

Editing Music on iTunes

Step 1: Open latest version of iTunes Account.

Step 2: Download song to hard drive.

Step 3: Right click on song > Click "Get Info".

Step 4: Click "Options".

Step 5: Click "Start" & "Stop" boxes to edit the time frame of song.

Step 6: Click "Okay" to save.

Sending iTunes Music to Email Directly from the iTunes Media Folder

Step 1: Log in to your email, Compose a new message/email. Then Click the Add Attachment button.

Step 2: Locate your iTunes Folder.

1. Under Places, Click on Music

2. Double-click on the iTunes folder.

3. And open the iTunes Media Folder. Look for the song files that you want to send.

4. Click on song to attach to email.

PARENT COORDINATOR(S):

- One or two parents should be designated as the coordinator of the group.
- These people will receive communications from the organizers and be responsible for sharing information with the rest of their group.

SHOW FORMAT:

- Two Acts: Act 1 – Younger Students / Act 2 – Older Students
- Mixed groups will be grouped based on the majority of their members

[illegible]

