

3410 NE 197th Street  
Bothell, WA 98011  
April , 1994

Dear

To introduce myself, I am the person responsible for planning the Sunday activities for the National Gymanfa Ganu in Bellevue, Washington, over the Labor Day weekend this year. That is the day when all participants come together in a morning worship service, followed by a festival of sacred song in the afternoon and evening.

We welcome your participation in the Eisteddfod on that weekend. I would very much like to take advantage of your hard work and your musical achievements on the Sunday of the gymanfa.

My first proposal is to offer the choral winner of the eisteddfod the chance to perform for those gathered to sing in the afternoon session. My thought is that the group performing would sing the two pieces they prepared for the competition. The honorarium we can offer for the performance is \$100.00. The reputation of the group will spread throughout the North American Welsh community.

Should the winner be unable to perform, the runner-up will be asked to sing their competition pieces.

I am also searching for a choir to sing an anthem for the morning church service. The service is in Welsh and English, and we prefer the anthem to be sung in Welsh. The same honorarium will be given.

Please let me know if you agree to sing the special music in the gymanfa, should you win the competition. Can you prepare an anthem for the church service? If asked, are you willing to accept an invitation to perform at the service?

I am asking for a good deal of your time, I know that, but the performances are important parts of the celebration. I ask for your prompt consideration and reply. We need your help.

Sincerely,

Robert A. Matthews  
(206) 485-2796

GYMANFA GANU 1994  
Meydenbauer Center  
Bellevue, Washington  
September 4, 1994

OVERALL CHAIRMAN: Alan Upshall. Alan will be the decision maker in all matters of change to the established order of events.

CHECKER: Bob Matthews. The agent of Alan Upshall, and decision maker in Alan's absence.

SESSION CHAIRMEN:

Afternoon Session: Alan Upshall

Evening Session: Bob Matthews

COMMITTEE:

Staging manager

Head Usher

TIMES:

2:00-4:30 p.m. and 7:00-9:30 p.m.

STAGE:

**Microphones**

Afternoon: Stage right for the welcoming, convening, opening prayer, announcements and benediction. Center stage cluster for the director and for the soloists.

Evening: As for the afternoon, with the addition of a bank of microphones for the Llanelli Choir.

**Chairs**

Afternoon: Chairs center stage for the Chairman and President of the session, for the Director and for the person giving the Opening prayer.

**Risers:**

The stage arrangement should be same as for the Llanelli concert the evening before, as Llanelli will need the risers and chairs at the evening Gymanfa.

**Memorial flowers:**

A table or stand should be on stage displaying the vases containing the memorial flowers from the morning church service.

**Flags:** National provides Canadian, Welsh and U.S. flags, which, by custom are displayed together with the U.S. colors on their own right. If we take a decision to add the Washington State flag, we should consider displaying the flags in groups of two.

**Podium:**

One podium is all that is needed, on stage right.

**TICKET, HYMNAL AND AUDIO TAPE SALES:**

I visualize those activities taking place in the exhibit hall lobby, with the ticket and hymnal sales tables nearest the entrances to the portion of the exhibit hall we are to use. (all doors to the unused portion must be locked)

We should call on the experience of past gymanfaoedd to figure how many volunteers are needed at the sales tables.

All participants should be funneled through three doors. We will need two checkers (for registration tags) who are also ticket takers at each door, at least during the heavy traffic time. (Total of 6)

**USHERS, HOSTESSES AND HOSTS:**

There are two important tasks to be done. 1) inform all who arrive where the voice sections are and 2) make some effort to encourage non-singers to not sit in the voice section areas. I propose to have 1 host or hostess inside each of the three doors to inform people how to find the voice sections (which will be marked with signs) and two ushers in each aisle of the sections to seat singers, guiding non singers to other locations. That totals to 3 hosts/hostesses and 10 ushers.

**TALENT:**

I propose that our soloists come to the stage during the last hymn of the set just preceding their performance. We can keep the afternoon moving if they are on stage immediately following the end of the set.

Llanelli should will be on stage throughout the evening session, with seats provided for their comfort.

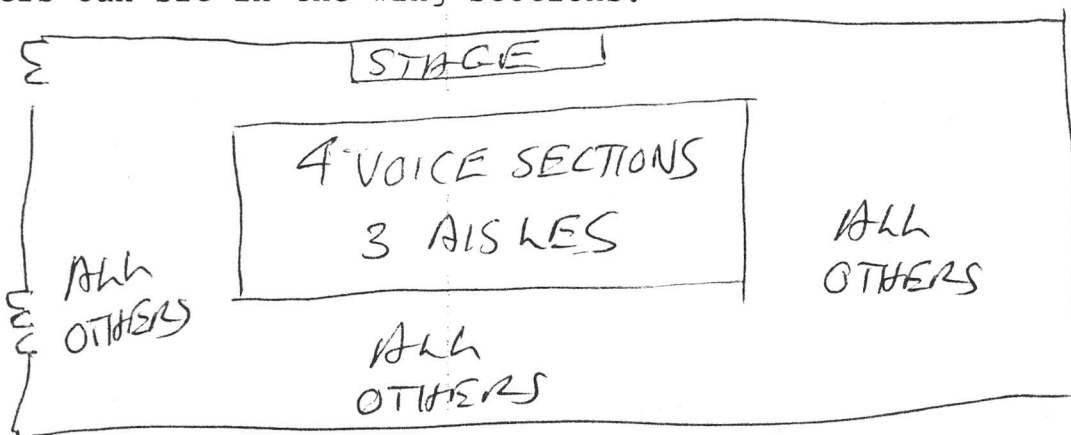
**EATING ARRANGEMENTS, SHUTTLE TRANSPORT, AND SINGING SESSIONS AFTER THE EVENING SESSION ARE STILL IN PLANNING STAGE.**

**SEATING ARRANGEMENT**

It appears the stage will be 48 feet long and 16 feet deep. It will be on the northern wall, facing the exhibit hall separator.

A row of 10 chairs occupies about 15 feet. 4 voice sections side by side will span 60 feet, plus 3 feet per each of the three interior aisles, for a total of about 70 feet. The side by side arrangement is recommended by the sound men I've talked to. So, working with that configuration, the two end voice sections will extend beyond the ends of the stage area, as was the condition at Wilkes-Barre.

Realistically, we will probably not get 100 basses, tenors and altos, though we may have more sopranos. So I propose that each voice section consist of 10 rows of 10 each. That means that those non-singers or uncertain who want to sit in the center in front of the stage can find places in the 10th to ??? rows. All others can sit in the wing sections.



JOB DESCRIPTION  
TEN GYMANFA USHERS  
Meydenbauer Center  
Sunday, September 4, 1994  
Afternoon

VENUE: Exhibit Hall

Seating is assigned, in a general way, for those determined to sing with others with the same voice range, and specifically as stated below.

The chairs for the congregation will be arranged in a fan formation, with four groups of chairs in front of the stage, each ten seats wide, marked with signs indicating which group is reserved for sopranos, altos, tenors and basses. Some seats in the front row of each voice section will be reserved for the gymanfa chair, gymanfa president and, in the afternoon, the two soloists performing special music. Seats may also be reserved for the ushers and other volunteers as they wish. All other seating will be utilized for those who do not choose to sing in a voice section.

**TIMING**

The afternoon gymanfa will begin at 2:00 p.m. and should end at 4:30 p.m. followed by a Sunday supper.

Ushers should be present and ready to seat attendees by not later than 1:15 p.m. They may go to their chosen seats as soon as the singing begins.

**HEAD USHER**

A head usher will be designated. The head usher will assign ushers to aisles, and the hosts their posts, and coordinate their efforts.

**TASKS**

The ushers will have two duties for the afternoon. First, they are to do their best to save the seats in the voice sections for those who are serious in their intent to sing in their specific group, encouraging those who are not that dedicated to sit elsewhere. Second, at the end of the afternoon session, they will direct people to the exits and, for those who have purchased the Sunday Supper, direct them to the dining area.

Past experience is that some people try to seat themselves in the best seats, in front of the stage, disregarding our wish to create voice sections even if they do not intend to sing. They should be politely asked to move to the wings, saving the center for the voice sections, or to the rear of the voice sections. If they insist they will remain, there is little we can do.

In some cases, couples and pairs of friends do not want to sit separately. In those cases, the ushers should ask, "Which of you has the strongest voice? Please, then, sit in that voice section."

**EVENING SESSION**

USHERS FOR THE EVENING SESSION SHOULD BE PRESENT AND READY BY 6:15 P.M. THE EVENING SESSION IS SCHEDULED FOR 7:00 P.M. TILL 10 P.M. THE USHERS FOR THE EVENING SESSION WILL AGAIN AGAIN DO THEIR BEST TO SAVE THE SEATING IN THE VOICE SECTIONS, AND HOLD THE RESERVED SEATING AS INDICATED ABOVE. THEY WILL HAVE NO OTHER FUNCTION.

JOB DESCRIPTION  
THREE HOSTS  
Gymanfa Ganu  
Meydenbauer Center  
Sunday, September 4, 1994  
Afternoon and Evening

**VENUE: Exhibit Hall**

Hosts will be stationed inside the entrances where all entering must go past them.

Ushers will reserve seats in the voice sections for the hosts, as requested.

**TIMING**

The afternoon gymanfa session will begin at 2:00 p.m. and end at approximately 4:30 p.m.

Hosts should be present and ready by 1:15 p.m.

**TASKS**

The hosts compliment the tasks of the ushers by announcing to those arriving, " Tenors, sopranos, basses and altos, the ushers will seat you in your voice section in the center."

The intent is to put people on notice that there is a voice seating, and that is what the ushers are there for.

If a host finds a way to accomplish that by other means than the patter, above, feel free to try it and share it if it works.

Hosts may take their seats when the singing starts.

At the end of the afternoon session, the Head Usher may use the hosts to direct the crowd to the exits and to the location of the supper.

**EVENING SESSION**

**HOSTS FOR THE EVENING SESSION SHOULD BE PRESENT AND READY AT 6:15 P.M. THE TASKS FOR THE HOSTS AT THE EVENING SESSION ARE THE SAME, AS ARE THE PROVISIONS FOR RESERVED SEATS. THE HOSTS EVENING TASKS ARE FINISHED WHEN THE SINGING BEGINS**

JOB DESCRIPTION  
SIX TICKET CHECKERS  
Gymanfa Ganu  
Meydenbauer Center  
September 4, 1994  
Afternoon and Evening

**VENUE: Exhibit Hall**

Two ticket checkers will be at each of the three south doors to the portion of the exhibit hall in use. Ushers will reserve seats in the voice sections for the ticket checkers, as requested.

**TIMING:**

Ticket checkers should be in place by 1 p.m. in the afternoon and by 6 p.m. in the evening.

**TASKS:**

All people entering the hall should have a ticket to gain admittance. The tickets will be marked for the afternoon and the evening sessions. Should someone appear without a ticket, he/she should be directed to the ticket sales table, where a ticket may be purchased or where a replacement ticket may be issued.

**TICKET CHECKERS, EXCEPT FOR ONE, MAY JOIN THE CONGREGATION AFTER THE SESSION HAS STARTED AND THE WANING INFLUX OF PEOPLE MAKES IT POSSIBLE**

JOB DESCRIPTION  
**NINE SALES VOLUNTEERS**  
Gymanfa Ganu  
Meydenbauer Center  
Sunday, September 4, 1994  
Afternoon and Evening

**VENUE:**

Lobby of the exhibit hall:

**TIMING:**

45 minutes prior to the afternoon and the evening session of the gymanfa ganu.

**TICKET SALES: (THREE PER SHIFT)**

Sell tickets at a table located in the center of the lobby, just opposite the entrances to the exhibit hall.

Sell tickets to those without them.

Will be supplied with a roster of registrants to verify that and issue complimentary tickets to those who have lost or forgotten theirs.

Dispose of money collected as directed by the 1994 Gymanfa Ganu Committee Treasurer.

**GYMANFA HYMNAL SALES: (TWO PER SHIFT)**

Sell The Welsh National Gymanfa Ganu Association, Inc. Welsh and English Hymnal at a table located in the flow of gymanfa ganu traffic, but at a sufficient distance from the ticket sales and ticket checker location so as not to create a traffic problem.

**THIS SALES GROUP MAY ALSO BE EMPLOYED PRIOR TO THE CHURCH SERVICE IN THE MORNING, BEGINNING AT 9:15 A.M., FOR SALES OF GYMANFA HYMNALS TO CHURCH GOERS.**

**GYMANFA GANU AUDIO TAPE SALES: (THREE PER SHIFT)**

Will be at a table located within the flow of traffic into the gymanfa ganu area, but at a sufficient distance from ticket sales, ticket checkers and hymnal sales so as to reduce congestion.

Will take orders for an audio record of the gymanfa ganu.

Using forms prepared for the purpose, will take prepaid orders for tapes, disposing of the money collected as directed by the Treasurer of the 1994 Gymanfa Ganu Committee.

When asked, give out order forms which can be sent in at a later date for audio tapes.

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6/14/94

GYMANFA GANU - AFTERNOON SESSION\*  
Sunday, September 4, 1994 - 2:00 p.m.  
Meydenbauer Center, Bellevue, Washington

Chairman of the Session	Dr. Alan Upshall, Bothell, WA	
President of Session	Dr. Ellis Jones, St. Peter, MI	
Musical Director	Mary Morris Mergenthal, St. Paul, MN	
Organist	Beverly Ratajak, Corvallis, OR	
Organ Prelude		
Call to Order	Dr. Ellis Jones, President	
	Welsh National Gymanfa Ganu Association	
Welcome	Dr. Alan Upshall, Chairman	
	1994 Puget Sound Association Committee	
Opening Hymn	Huddersfield	No. 19
Scripture and Prayer	Rev. Enid Morgan, Aberystwyth	
Group 1 Hymns.	Bryn Myrddin	No. 23
	Ebenezer	No. 11
	Pen Y Bryn	No. 46
	Builth	No. 73
Special Music	Carol Ensley, Seattle, WA	
Group 2 Hymns.	Blodwen	No. 60
	Llef	No. 56
	Y Delyn Aur	No. 41
	Sanctus	No. 30
Special Music	Announcements	
Group 3 Hymns.	TYDI A RODDAIST**	No. 109
	Pennant	No. 80
	Rheidol	No. 81
	Blaenwern	No. 75
Special Music	Annette DePuydt, Salt Lake City, UT	
Group 4 Hymns.	Buddugoliaeth	No. 100
	Brwynog	No. 25
	Bryn Calfaria	No. 3
	Cwm Rhondda	No. 40
Benediction	Rev. Paul Evans, Salem, Oregon	
Organ Postlude		

\*The gymanfa ganu is a service of worship and praise.

\*\*The afternoon anthem, Timothy Dyck, Kirkland, WA, directing.

NOTE: The supper will be served -----

GYMANFA GANU - EVENING SESSION\*  
 Sunday September 4, 1994 - 7:00 p.m.  
 Meydenbauer Center, Bellevue, Washington

Chairperson of Session	Robert A. Matthews, Bothell, WA	
President of Session	Dr. William John Lewis, Vice President, W.N.G.G.A.	
Musical Director	D. Eifion Thomas, Llanelli, Wales	
Organist	Alan S. Rees, Alltwen, Wales	
6:45 p.m.	Organ Prelude	
7:00 p.m.	Call to Order	Dr. William John Lewis
Welcome	Robert A. Matthews, Vice Chairman 1994 Puget Sound Committee	
Opening Hymn	Diadem	No. 13
Scripture and Prayer	Rev. Kerry Kaino, Seattle, WA Mari Wingate, Bellevue, WA	
Group 1 Hymns	Llanfair	No. 44
	Hyfrydol	No. 15
	Rwy'n Canu	No. 65
	Mawlgan	No. 105
Special Music	Cor Meibion Llanelli	
Group 2 Hymns.	Rhydygroes	No. 18
	Eirinwg	No. 90
	Rhys	No. 89
	Nes i Dre	No. 49
Announcements		
Group 3 Hymns.	DYDDIAU DYN SYDD FEL GLASSWELLTYN**	No. 118
	Crimond	No. 76
	Maesgwyn	No. 10
	Calon Lan	No. 66
Special Music	Cor Meibion Llanelli	
Group 4 Hymns.	Sandon	No. 27
	In Memoriam	No. 28
	Diolch i Ti	No. 34
	Rachie	No. 1
Hen Wlad Fy Nhadau Benediction	Robert A. Matthews, Bothell, WA Rhidian Lawrence, Kirkland, WA	
Passing of the Welsh Flag and Chairperson's Chain of Office from Puget Sound Committee to 1995		
Closing	God Be With You	No. 117

\* The Gymanfa Ganu is a service of worship and praise

\*\* The evening anthem, Timothy Dyck, Kirkland, WA, conducting.

Informal singing will continue at the Bellevue Hyatt Hotel