

Dear Senior Girls and Moms,

Welcome to the World of Sorority Recruitment! Most Universities conduct their official membership recruitment in the fall. The majority of the preparation that needs to be done by you is in the spring (before June 1).

We hope you enjoy this experience, it provided time together for Moms and daughters. Many Moms have shared with us the joy of working on this together, as it is one of the last things you moms can do to help your daughters into this phase of their lives.

We have provided you with a [downloadable notebook](#) to help you get organized and understand the expectations. Your first important step is to [register](#) with El Paso Alumnae Panhellenic so we may assist you in this process.

Please remember, the ladies who are the Recruitment Chairmen for their sororities and those who are writing letters for you are doing this out of the goodness of their hearts. They are volunteers who are to be appreciated for their hard work in helping your daughter with this endeavor. Please respect all deadlines – they are very important!

We want this to be a wonderful, organized experience for you. Many of your questions can be answered by reading the notebook and by visiting [Frequently Asked Questions \(FAQs\) for Moms](#). Should you need any further assistance, please don't hesitate to contact us.

Good luck!

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# Time Line Completion Date:

## April 1

- \_\_\_ Register with El Paso Alumnae Panhellenic

## April 5

- \_\_\_ Print out Recruitment Notebook
- \_\_\_ Read & Review entire notebook twice before beginning preparation
- \_\_\_ Assemble notebook (See pages 4 & 5)
- \_\_\_ Develop resume
- \_\_\_ Purchase Supplies (See page 23)

## April 12

- \_\_\_ Contact El Paso Recruitment Chairs who have not emailed information concerning their sorority
- \_\_\_ Take Photos
- \_\_\_ Develop list of friends for letters
- \_\_\_ Contact Friends to request letters

## April 25

- \_\_\_ Assemble packets

## April 30

- \_\_\_ Deliver/Send out packets

## May 7

- \_\_\_ Daughters send thanks to letter writers

## May 15

- \_\_\_ Visit High School Registrar
  - List of locations & addresses to send Final Official Transcripts (University Panhellenic may need one also) Get one sent to you just in case
  - Money for mailing

## June 1

- \_\_\_ Check with El Paso Recruitment Chairs to confirm receipt of Letters
- \_\_\_ Contact Panhellenic at your University to register for rush/recruitment

## Summer

- \_\_\_ Gather clothing
- \_\_\_ Follow Recruitment Rules of your University Panhellenic
- \_\_\_ Personal Improvement Time
- \_\_\_ Relax!!!!

# DEFINITIONS

1. **Active:** Commonly used term to denote a fraternity or sorority member in college.
2. **Alumna:** A fraternity member (feminine) no longer in college.  
(plural; Alumnae)
3. **Alumnae Panhellenic:** An area organization of Alumnae (post college members) of National Panhellenic Conference (NPC) Sororities.
4. **Bid:** Invitation to join a sorority or fraternity.
5. **Chapter:** Membership unity of a sorority or fraternity.
6. **College Panhellenic:** The cooperative organization of women's NPC fraternities.
7. **Deferred Recruitment:** Recruitment week scheduled sometime after school opening or in the second semester.
8. **Fraternity:** Name that applies to all Greek-letter organizations, characterized by ritual, pin & strong ties of friendship. Informally women's fraternities are commonly called sororities.
9. **Initiation:** Inspirational ceremony by which new members are made active members.
10. **Legacy:** 1) You are a legacy if you have family members who are in a sorority (Aunts, cousins, etc.), 2) Usually a mother, grandmother or sister makes a Potential Member a direct legacy, each sorority has its own definition of legacy.
11. **Local:** A campus organization, often with a Greek-letter name, which does not have chapters on other campuses and which is not a member of the National Panhellenic Conference.
12. **Letter of Support:** 1) Fan mail, 2) Alumna member from a specific sorority writes a letter to her sorority on your behalf, 3) Number of letters varies by sorority, 4) You will never see these letters.
13. **Open Recruitment:** A period following Formal recruitment with informal visits without scheduled events. This is designated by the college Panhellenic.
14. **Packets:** 1) 9 x 12 inch envelopes filled with information about you, the Potential Member (PM), 2) Contents will differ depending upon the recipient. (Page 8 will help you keep this straight.)

15. **Panhellenic:** 1) Meaning “All Greek”. 2) Organization nationally, locally, and on campuses to further aims of all member groups. 3) The organization which oversees Greek Sororities, 4) It consists of representatives from each sorority, 5) College Level-Plans and organizes Recruitment and several other events, as well as monitoring scholastic and service activities: Alumnae Level-Assists Potential Members with the necessary paperwork to assure a positive Sorority Recruitment/ Greek experience, 6) Functions similar to a high school student council.
16. **Potential Member:** 1) Young woman attending Sorority Recruitment events, 2) Sometimes referred to as PM’s, PNMs (Potential New Member) or Rushees.
17. **Preferential bidding:** A system used at the conclusion of Formal Recruitment when potential members and sororities indicate choices.
18. **Quota:** System used to equalize the number of members in each campus group. It means the number of girls who may become new members in Membership Recruitment. The quota is set by the College Panhellenic and depends on the number of potential members and sororities on a particular campus.
19. **Recommendation or Rec:** 1) Official form from each sorority to be completed by a designated member of that group, 2) Often completed by El Paso Recruitment Chairmen (RCs) 3) Sometimes completed by a person of your choice, 4) You will never see this form.
20. **Recruitment:** 1) A series of events (parties) which provide an opportunity for both Active Sorority Members and Potential Members to meet. 2) Sometimes referred to as Rush.
21. **Recruitment Chairman:** (RC) 1) Almost every sorority in the United States has a local representative here in El Paso to help you. You will need to contact one RC for every sorority that has a chapter at your college campus. Many will email information to you once you have registered with El Paso Alumnae Panhellenic (EPAP) (8 sororities on your campus = 8 RCs to contact.)
22. **Rush Counselor (Rho Chi):** 1) An active member of a sorority on your campus who serves as your advisor during recruitment week. 2) She will assist you with an questions/problems and provide guidance through the entire process. 3) She is not allowed to be in contact with her sorority during this time.

# NOTEBOOK SET UP

1. Find out which sororities are on your campus. Go to your college website for this information, many schools are listed on our contact page. Organizing alphabetically, use one tab divider for each sorority.
2. Recruitment Chairman (RCs) should email information to you once you have registered with EPAP. Copy page 7, titled Questions for the El Paso Recruitment Chairmen, as many times as there are sororities on your campus. ( 8 sororities = 8 copies of this page)
  - Using the RC list, fill out the top of each form you copied for each separate sorority. (Each separate sorority on your campus has an RC in El Paso to help you with that sorority. Every RC is an alumna member of the sorority she is helping you with.
  - If you have not received information via email from each RC on your campus, please contact those missing and ask her the questions on this sheet. Note: Check your email before you begin your calls! Place each separate sheet of information behind the designated tab for that sorority. **DO NOT ASK QUESTIONS THAT THE RC HAS ALREADY ANSWERED IN HER RESPONSE TO YOUR REGISTRATION!**
3. Copy page 11, titled Name, Address and Phone numbers for Letters of Support (FAN MAIL!) Again, make one copy for each sorority represented on your college campus and place it behind the appropriate tab divider.
  - Each RC will want Letters of Support on your behalf from members of her particular sorority. The number of Letters of Support requested will vary from sorority to sorority. You will never see these letters.
  - Begin filling out these lists. Names of local El Paso sorority members can be found at Contacts/ Directory. In addition, start asking everybody you know for names of women who can write Letters of Support.
  - Relatives and out of town friends can write Letters of Support to their sorority on your behalf.



# Questions for the El Paso Recruitment Chairmen (RC)

Call each El Paso based Recruitment Chairman who represents a sorority on your campus.  
(Example: UT and Texas Tech have at least 10)

Sorority \_\_\_\_\_ Nickname \_\_\_\_\_  
Local Recruitment Chair \_\_\_\_\_  
Address \_\_\_\_\_  
Phone #1 \_\_\_\_\_ Phone #2 \_\_\_\_\_  
Email \_\_\_\_\_  
Call Dates: \_\_\_\_\_  
Mailing Dates; \_\_\_\_\_  
Packet \_\_\_\_\_ Transcript \_\_\_\_\_

**TIP:** BEFORE CALLING CHECK PANHELLENIC PACKET FOR  
INFORMATION SHEET CONCERNING THAT SORORITY

## PHONE CALL INFORMATION

Introduce yourself  
Tell her your Daughter's name and school she will be attending.

### **Get the following information:**

Official recommendation written by \_\_\_\_\_

(Each group is different)

Photos needed:

Close Up \_\_\_\_\_ 8X10 \_\_\_\_\_ 5X7 \_\_\_\_\_ 4X6 \_\_\_\_\_ Slide

Full-Length \_\_\_\_\_ 8X10 \_\_\_\_\_ 5X7 \_\_\_\_\_ 4X6 \_\_\_\_\_ Slide

Other: \_\_\_\_\_

### **Transcripts needed:**

\_\_\_\_\_ Unofficial

\_\_\_\_\_ Official (Current)

\_\_\_\_\_ Final Official (After Graduation)

### **Letters of Support:**

Mailing Address: \_\_\_\_\_

Number needed: \_\_\_\_\_ Deadline: \_\_\_\_\_

Who can write them: \_\_\_\_\_

Names of Women in her Sorority that might write a letter: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## **El Paso Alumnae Panhellenic Recruitment Chairmen**

El Paso sorority alumnae groups provide a recruitment chairman (RC). These ladies will assist you in the completion of paperwork for their group on your campus. Once you have registered with El Paso Alumnae Panhellenic at [www.gogreekelpaso.org/registration](http://www.gogreekelpaso.org/registration) your information will be passed on to the RCs. (Please note some groups are not represented in the El Paso area, contact your university Panhellenic for direction in handling these.) Local RCs will email you the details of what they need (photos, number of letters, etc.). If you are not contacted by an RC within a week, feel free to call or email them. Their contact information can be found at [www.gogreekelpaso.org/contacts](http://www.gogreekelpaso.org/contacts)

# Letters of Support

Sorority \_\_\_\_\_ Deadline: \_\_\_\_\_

Send Letters of Support to: \_\_\_\_\_

## Name, Address, and Phone Numbers for Letters of Support (Fan Mail)

1. Called Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_ Date \_\_\_\_\_

Packet \_\_\_\_\_ Date Completed \_\_\_\_\_

Delivered \_\_\_\_\_ Thanked \_\_\_\_\_

2. Called Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_ Date \_\_\_\_\_

Packet \_\_\_\_\_ Date Completed \_\_\_\_\_

Delivered \_\_\_\_\_ Thanked \_\_\_\_\_

3. Called Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_ Date \_\_\_\_\_

Packet \_\_\_\_\_ Date Completed \_\_\_\_\_

Delivered \_\_\_\_\_ Thanked \_\_\_\_\_

4. Called Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_ Date \_\_\_\_\_

Packet \_\_\_\_\_ Date Completed \_\_\_\_\_

Delivered \_\_\_\_\_ Thanked \_\_\_\_\_

5. Called Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_ Date \_\_\_\_\_

Packet \_\_\_\_\_ Date Completed \_\_\_\_\_

Delivered \_\_\_\_\_ Thanked \_\_\_\_\_

6. Called Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_ Date \_\_\_\_\_

Packet \_\_\_\_\_ Date Completed \_\_\_\_\_

Delivered \_\_\_\_\_ Thanked \_\_\_\_\_

# RESUME HELP

Some tips to go along with your Resume Worksheet

- Regarding paper choices: Pick a nice weight. Think about texture. Maybe linen. A pleasant color choice can be effective.
- If your ACT was better than your SAT, feel free to simply include your ACT score. This resume is meant to make you look good. Always be honest, but you do not have to include every bit of information indicated on the worksheet.
- As honors and scholarships come in, update your resume. You will be sending it to your college Panhellenic in the summer.
- Your resume should be brief and to the point. This will insure that it will be read. On some campuses, more than 1,000 women go through Recruitment.

# Jennifer Joiner

Phone (915) 587-1234

Fax (915) 542-1027

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812 High Ridge • El Paso, Texas 79912

E-mail: jjoiner@hotmail.com

**Date of Birth**

**Birthplace:**

**College I plan to attend:**

**Anticipated Area of Study:**

**High School:**

GPA:

Rank:

ACT:

SAT:

**Scholastic Achievement:**

**Mother and Father:**

High School Honors Course Work:

Freshman:

Sophomore:

Junior:

Senior:

**Extra-curricular Activities and Leadership Experience:**

Freshman:

Sophomore:

Junior:

Senior:

**Achievements, Honors, and Service Activities:**

Freshman:

Sophomore:

Junior:

Senior:

**Special Interests:**

Work Experience:

Educational Travel:

Travel:

**Other:****Family Résumé:***Father:*

Education:

Occupation:

Community Service:

*Mother:*

Education:

Occupation:

Community Service:

*Siblings:***Greek Affiliations:**

Sister, Cherri Joiner Hill, Tau Iota Tau, Pecos University (Old P.U.)

Aunt, Sara Jones Smith, Alpha Beta, University of Washington, Seattle

# Photographs

## What to Wear

- A smile!
- This is your introduction. You are making your first impression. You want to look like you are going through college sorority recruitment, not high school graduation.
- Remember, girls will be looking at your photographs.
- No cleavage, no stomach, no too tight clothes!
- A casual, cute outfit is best. Sleeveless tops and spaghetti straps are not recommended. (We sure don't want to see your bra or bra straps!)
- Blouse over a tank, sweater set, collared shirts that button down are good if the buttons don't pop open.
- Don't change you hair drastically after your photos are made.
- Fashions change, hair styles and trends vanish, but classic understatement and simplicity are consistent.

## The Finished Product

- You'll need one good full-length pose. This can be standing up or you might like to sit on a bench or even on the ground.
- You'll need at least one good close-up pose. Some schools want two.
- Do not send color copies. Send real prints on photographic paper.
- Stick your name and city on the front and on the back of your photos with a clear Label. (1/2"x 1 3/4". 80 come on one page.)

Remember, these pictures are a sorority's 1<sup>st</sup> impression!

# UNDERSTANDING PACKETS!

Note: Let's pretend you will be attending, OLD PECOS UNIVERSITY... OLD PU!

See #2 on page titled "Packets to Go!" →

TO:  
EL PASO  
PANHELLENIC

Each sorority on your campus has a Recruitment Chairman, "BLUE LADY," in El Paso to help you.

Old PU only has 3 sororities →

TO: Blue Lady Alpha Beta Sorority  
AB

TO: Blue Lady Tuppa Kappa Sorority  
TK

TO: Blue Lady I Phi Theta Sorority  
IΦT

See #3 on page titled "Packets to Go!"

For help with these 3 ☺

\* AB's only asked for 1 letter of support

\* TK's want 3 letters

\* Asked for 2 letters

See #4 on page titled "Packets to Go!" →

TO: AB Lady writing

TO: TK Lady writing letter of support

TO: TK Lady writing letter of support

TO: TK Lady writing letter of support

TO: IΦT Lady writing letter of support

TO: IΦT Lady writing letter of support

See #5 on page titled "Packets to Go!" →

TO: OLD PU Panhellenic

Your university will request a packet. They usually want them in the summer.

# Packets to Go!

1. Go to [www.GoGreekElPaso.org](http://www.GoGreekElPaso.org) for Official El Paso Panhellenic Recruitment

Information or call for a packet:

Mary Ann Heard  
300 Windrose (12)  
584-4072  
mheard101@aol.com

Jo Ann Hendrix  
5429 La Estancia Cir. (32)  
584-0719  
Joannkh@aol.com

Ginger Francis  
34 Goodwin (02)  
542-1000  
Ginger@Francis.com

2. Register on line or print out the El Paso Alumnae Panhellenic Recruitment Information Form, Optional Sorority Connection Sheet form and your Resume.

Mail to:  
JoAnn Hendrix  
5420 La Estancia Circle  
El Paso, TX 79932

**\*HINT** - It is easier to complete these forms once and then make copies for your records and packets.

- 3 You will need to send a packet of information to each El Paso Recruitment Chairman (RCs) that represents a sorority on your campus. (Texas Tech and UT have at least 10 sororities on each campus. That means 10 packets!) Refer to pages 16 & 17
4. You will need to put together a packet for each lady writing a Letter of Support for you. (Refer to pages 18, 19 & 20)
5. Your college Panhellenic will also want a huge packet of information from you. Call or email them now!! They tend to require the information and registration fee later on in the summer.

Expect your college to request:

- Additional photos for it's Panhellenic and each sorority
- Additional resumes
- Photo copies of their particular Panhellenic Info Sheet for all mentioned above\*
- Probably only a total of 1 Final Official Transcript

# Packets for El Paso Recruitment Chairmen (RCs)

Resume

El Paso Alumnae Recruitment Information Form (online)

Optional Sorority Connection Sheet (online)

Brief, sweet note from Mom to include the list of who was called for Letters of Support and how Mom can be reached for further information. (See sample page 17)

Photographs (page 13)

Unofficial Transcript and later send Final Official Transcript if requested.\*

Thank you note from daughter to Recruitment Chair. (These women are volunteers, be polite and grateful for their time.)

\* THE HIGH SCHOOL REGISTRAR MUST MAIL ALL FINAL OFFICIAL TRANSCRIPTS.

Remember, registrars have the summer off.

Take care of this BEFORE GRADUATION!

# MOM'S SAMPLE NOTE FOR RECRUITMENT CHAIRMEN (RCs)

May 5, 2008

Dear Bonita,

Thank you for your help on my daughter Rhonda's XYZ recruitment. She is very excited about rush and looking forward to meeting all of the girls at University of Whatever. Per your request, I have enclosed her pictures, resume and transcript. Also, a copy of the El Paso Alumnae Panhellenic Recruitment Information Form and Sorority Connection sheet are included. I will forward her final transcript after graduation. Please let me know if there is anything else you need.

The following (Name) members have agreed to write a letter for Rhonda:

Betty Lou	Address	Phone
Jeanie Joiner	Address	Phone
Juana Know	Address	Phone

Thank you again!

Sincerely,

Mama Rita Rushee

Home – xxx-xxxx

Cell – xxx-xxxx

8181 Cactus Lane

El Paso, Texas 79902

Email: xxx@xxx.com

# Packets for Letters of Support

IMPORTANT ETIQUETTE! Before sending ladies a packet, call first and ask if they will write a Letter of Support.

## **Include:**

Resume (Reference help for writing a flattering letter about you.)

Copy of Unofficial Transcript (if requested)

1 Photograph (4x6) (These will be passed on to your university's sororities.)

Cover Letter from Mother (see page 19)

Clip together with courtesy postage stamp.

About 1 week later, have daughter write a thank you note to each lady for agreeing to help her! (Once again, remind the lady of the deadline.)

## **HINTS:**

1. Remember that relatives and people from out of town can write Letters of Support. They just need to be a member of the designated sorority.
2. Some Sororities allow letters from teachers, etc., be sure to clarify with that RC.
3. Moms, call ladies and ask ladies if they might write a Letter of Support **BEFORE** mailing or delivering a packet.
4. Do not include confetti in any correspondence.

# Mom's Cover Letter for Letter of Support Packets

Consider this a “marketing packet” for your daughter; the cover letter is important because it can make a good or poor impression. This could open the door for your daughter to this group – especially if they don't know her very well.

The letter should be neat and to the point. It can be typed and then printed, as long as it is personalized.

## **Include the following details in all letters:**

- Thank the receiver for helping your daughter!
- Daughter's name & School she will attend
- Name, address & phone number of destination of where Letter Of Support should be sent (Ask her to forward the picture)
- Deadline for Letter of Support
- Ask letter writer to include her:
  - Maiden name
  - University she attended and Chapter
  - Year of Initiation
- Mom's Name, Address, email & all contact information

## **Paper Selection**

- Have fun with this – it is your first impression
- Choose a fun/eye-catching paper
- Flowers should be “non-descript” so you do not inadvertently show a Sorority preference
- Colorful, coordinating or decorated envelopes are a great eye catcher
- Coordinating paper can be used for the resume, creating a theme. This Can help you stand out in their mind and the mail!
- Paper clip all items together so the stamp is not misplaced
- Please do not include confetti
- Sample letter on page 20

## **SAMPLE COVER LETTER FOR LETTERS OF SUPPORT**

May 5, 2008

Dear Betty Sue,

Thank you for agreeing to write a letter of support for XYZ Sorority for my Daughter, Rhonda Rushee. She will be attending the University of Whatever in the fall and is looking forward to meeting all the XYZs.

I have enclosed her resume and photograph. In your letter, please include your maiden name, university, chapter and the year you were initiated. Your letter should be sent to: Bonita Blue Eyes (RC) at 525 Mountain Magic Road, El Paso, Texas 79999. I have included a stamp for your convenience. Please don't forget to forward the picture. The deadline for your letter is June 1, 2008.

Bonita can be reached at 555-5555, should you need her.

Please don't hesitate to call if there is anything else you need. Rhonda and I appreciate your help in this process. What an incredible favor! Thank you again.

Sincerely,

Mama Rita (of) Rushee  
Home – xxx-xxxx  
Cell – xxx-xxxx  
8181 Cactus Lane  
El Paso, Texas 79902  
Email: xxxxxxxx@xxxx.com

# Thank yous

- Handwritten ~ Neat and to the point
- Personal (mention them, your University, etc.)
- Short is OK ~ a couple of well done sentences is fine
- Timeliness is of utmost importance (two week maximum!)
- Reminds the person to write the letter if she hasn't done so.

# Shopping List

Binder – one inch

Divider Pages (One for each sorority at your campus)

One ream of paper

Paper Clips

Colored pen for addressing envelopes

Labels-clear for photos, white for addresses

Stamps (more postage required for large envelopes)

TONS of regular stamps for daughter's thank you notes and "courtesy stamps" for the ladies who write Letters of Support.

Fun, 8 1/2 x 11, paper for "Note from Mother"

Stationery for daughter (nice stationery with envelopes for follow-up thank you notes)

Large envelopes n- 9x12 (used for Packets)

\*For colored envelopes and colored paper clips, Executive Office Products & Xpedex.

## Possible Websites for Stationery

- |   |  |
|---|--|
| 1. Horchow<br><a href="http://www.horchow.com">www.horchow.com</a>                              | 2. Colorful Images<br><a href="http://www.colorfulimages.com">www.colorfulimages.com</a>             |
| 3. The Personal Touch<br><a href="http://www.thepersonaltouch.com">www.thepersonaltouch.com</a> | 4. American Stationery<br><a href="http://www.AmericanStationery.com">www.AmericanStationery.com</a> |

# What to Wear

(Every campus is a little different – Check with your Campus Panhellenic)

\*Remember, you will be sweating and standing outside for long periods of time out in the HOT sun!!

1<sup>st</sup> day- Shorts, capris, cute shirt, and sandals or tennis shoes

Gradually it gets dressier...

Nice Casual

Church

Cocktail

Pay close attention to finger nails and toe nails as well as shoes. (You will stand and walk a lot! Wear cute shoes that won't kill your feet!)

Remember, conservative is best for everything, including makeup and jewelry.

Hint- Before you leave, have a dress rehearsal. Practice getting up and down in each outfit! Pack Rush clothes on top!

Set it out ~ try it on ~ pack it on top!  
(Dress rehearsal)