



# PREPARING FOR OUR PERFORMANCE



## BACKGROUND AND FEES

1. Spiritful Voices Community Choir is a 50-voice independent performing arts charitable organization that has accepted your invitation to present a live choral music concert for residents and guests at your facility at no charge. Additionally, you agree not to charge your residents or their guests for admission to our concert.
2. As a 501(c)(3) public organization, we gladly welcome any voluntary, tax-deductible contribution your facility wishes to make to help defray our costs. Any such contribution should only be made payable to "Spiritful Voices Community Choir, Inc."
3. A concert by Spiritful Voices is a big musical event! We will provide you, free of charge, with two or more full-color advertising posters, a flyer suitable for duplication, and a news release to promote our performance at your facility several weeks in advance of the date of our performance. It is so important that you make a vigorous effort to promote our performance to potential audience members and their friends and family. This effort should include placing our posters and other advertisements in and around your facility several weeks prior to the date of our concert; announcing our performance to the community through word-of-mouth and by other means; and publicizing our performance through in-house newsletters, information sheets, and newspapers. The success of our choral concert depends greatly on your advance promotional effort. Our goal is for as many people as possible to be in our audience!

## EQUIPMENT AND PARKING

4. Spiritful Voices Community Choir shall provide all personnel necessary to present this performance (i.e., singers, instrumentalists, etc.), and shall provide all sound and lighting equipment, musical instruments (including a digital stage piano), and other stage equipment and apparatus necessary to present this performance. We do not require any piano or other musical instruments that your facility might have.
5. We transport all of our performance equipment in our 14' Isuzu Box Truck. We need access to a location nearby our performance area to unload this truck at least one hour prior to our start time.
6. Most of our singers and instrumental musicians drive their own vehicles to our performances. We typically expect to use 30 or more parking spaces at or near your facility to accommodate our choir members' vehicles. All parking locations shall be accessible at least one hour prior to our performance starting time, through 30 minutes after the conclusion of our performance.

## PERFORMANCE AREA ("STAGE")

7. Your facility agrees to provide our group with a safe, secure, and well-lit environment that will be used as the performance "stage" area, adequate enough and large enough to present our concert (minimum 25' wide by 15' deep), and conducive to a performance of live choral music (i.e., free of excessive noise, no background music, no smoking, etc.). Remember, there will be as many as 50 people performing – along with various stage apparatus, sound equipment, and musical instruments!
8. Please note that excessive room temperature (heat) has caused our performers to become ill, experience dizziness, or even faint! Therefore, we request that you make every effort to maintain the performance location with a "very cool" ambient temperature. Because of the normal radiated body heat generated throughout the duration of the performance by our 50 musicians and by your audience members, the temperature (air conditioning) should be set unusually low (65° or less) at least one hour prior to the performance start time (even during cold outdoor temperatures) to adequately compensate for the rapid, additional heat that will be produced during our performance! We realize and understand that your guests are typically more comfortable with a much warmer room temperature of 74°, 76° or even 78°, but be assured that **the temperature of the room will rise dramatically during our performance** (by as much as 10° to 15°), and the possibility of any brief discomfort that may be experienced by your guests is minimal when compared to the dangers posed to our performers from excessive heat.

9. Prior to our arrival, please ensure that **the entire performance area is clear and free of all tables, furniture, lamps, plants, hanging chandeliers, debris, and other items and obstructions.** Limited time and resources prevents our stage crew from moving furniture or any obstructions from our performance area prior to our starting time, nor can they return any furniture or other items to the area after the conclusion of our performance.
10. Our transportation and stage crew needs a minimum of **90 minutes** of uninterrupted access to the performance area for setting up our equipment **prior to our performance start time**, and a minimum of **60 minutes** of uninterrupted access to this area for removing and packing our equipment after the conclusion of our performance. If the area for our performance is also used for other functions at your facility (i.e., dining, recreational or leisure activities, etc.) and those functions might overlap or conflict with our crew having uninterrupted access to set up or tear down our equipment for our performance, please contact us immediately to advise us of that possibility.
11. We need access to at least two separate standard 120-volt electrical outlet circuits near our performance area and the use of **30 amps of A/C electrical power** during our performance. Please let us know in advance if your facility has regular experiences with electrical problems (frequent tripping of circuit breakers, etc.).
12. Please have available near our performance area six (6) armless chairs for our use during the performance. Metal or vinyl padded folding or “stackable” chairs are ideal, not large wingback or large upholstered chairs.

### **MISCELLANEOUS ITEMS (“PERFORMANCE RIDERS”)**

13. Our group would greatly appreciate it if you could please provide two pitchers of cold water and at least fifty (50) disposable cups for consumption by our members prior to (and after) our performance.
14. We also request permission to set-up and display our small promotional stand near the performance area to offer our fundraising merchandise (i.e., our choir’s CDs, music books, specialty items, etc.) to our audience during our performance and up to 30 minutes after the conclusion of the performance. We need a nearby electrical outlet for this promotional stand, if possible.
15. An “off stage” storage area for our equipment transportation cases is desired. If there is an adjacent room, large closet, or area out of sight of the audience that we can use for this purpose, it would be appreciated.
16. An “off stage” room or nearby area for our 50 choir members to gather 30 minutes before the start of our performance is needed. If no such area is available, please let our choir captain know upon arrival so we can make arrangements with our group to gather outdoors.
17. We have our own announcer to introduce the choir and provide any necessary messages to our audience at the beginning of our performance. However, if you’d like, you should feel free to use our microphone to welcome your guests to our concert just prior to the beginning of our performance (most of our sponsors then say something like “and now, on with the show...” after making their remarks, at which point our announcer will take over and introduce the choir, our music director, etc.).
18. Because of copyright and licensing restrictions that govern our performance and the music we present, no video or audio recording of our performance is permitted. However, you and your guests may feel free to take as many still photographs of our performance as you’d like, without restrictions (all of our members have signed standard “release” forms to allow using their likeness in photographs during our performances).
19. Because our performance calendar is so limited each season and we are forced to decline numerous invitations to perform for deserving organizations and venues, your scheduled performance is only cancelable for proven reasons of sickness or injury of key personnel, accidents, riots, strikes, epidemics, severely inclement weather, fire, flood, acts of God, or other legitimate condition beyond your control or ours. In the event of such cancellation, we agree to make a good faith effort to reschedule your performance for a later date and time. **If you cancel this performance for any other reason, you agree to pay our organization \$500.00 in liquidated damages within 10 days of the original date of the performance.**

*Questions? Need clarification? Need more information? Please contact:*



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