

THE UNITED STATES COAST GUARD BAND

Public Concert Performance Request

This request format is used to request U. S. Coast Guard Band participation in public events. The information is required to evaluate the event for appropriateness and compliance with Coast Guard policies, and for coordination with the unit involved. Please refer to the Performance Site, Policies and Transportation Requirements sections before completing this request. Please return the completed form via e-mail to: Marjorie.v.sturm@uscg.mil

or via mail or FAX to:

U.S. Coast Guard Band (pb)
Scheduling Office
15 Mohegan Avenue
New London, CT 06320-4195
Vx: 860-701-6827
Fx: 860-701-6890

Section A

- _____
- 1a. Title of Event: _____
- b. Type of Concert: _____ indoor _____ outdoor
Other _____
- c. Date of event: _____
- d. Time of performance: _____
- e. Address of event: _____
City, State, Zip: _____
- f. Official name of site: (Edgewood Park, Smith Band shell) _____

- g. Description of site: (Concert Hall, School stage, etc.) _____

- h. Purpose of this event (explain fully): _____

- i. Is this event part of a series? _____ If so, please provide us with information about your series.
- j. Is this event being held in conjunction with any other event or civic celebration? _____ If so, what event? _____

- 2.a. Official name and description of host organization: _____
- b. Name any other person or organization underwriting the cost of this event. (i.e. corporate sponsorship, individual sponsorship, etc.) _____
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3. The host is is not a civic organization.
The event does does not have the official backing of the Mayor.
4. The hosting organization does does not exclude any person from its membership or practice any form of discrimination in its functions based on race, creed, color, sex, national origin, religion, age, or handicap.
5. Host's representative authorized to complete arrangements for U. S. Coast Guard Band participation:

Name: _____

Address: _____

City, State, Zip: _____

Telephone: Office: _____ Cell: _____ Home: _____

6. Anticipated attendance: _____
7. Is this event being used to promote funds for any purpose? _____
8. Is there an admission charge? _____ Charge for seating? _____
9. Disposition of profits which may accrue: _____
10. Cost or estimated value of:
 Concert venue \$ _____
 Transportation for band members and equipment \$ _____
 Provided meals if applicable \$ _____
11. Is this event being used to support any commercial interest, political party, or political candidate? _____
12. Will admission, seating and other accommodations and facilities connected with this event be available to all persons without regard to race, creed, sex, color, national origin, religion, age, or handicap? _____
13. Will the standard Military Services Allowance for quarters and meals be provided by the host for Coast Guard participants? _____
14. In the event it is required for a member of U. S. Coast Guard Band to visit the site prior to the event, will transportation, meals, and hotel accommodations (if applicable) be provided by the host? _____
 If so, estimated cost or value \$ _____

SECTION B

Concert requests

Please refer to the Stage Requirements Sheet before completing this section.

1. If request is for an **indoor** concert, please indicate:
 Stage dimensions: _____

Audience seating capacity: _____
Are risers available? _____
Is a PA system available for announcements? _____
Are dressing rooms available? _____

2. If request is for an **outdoor** concert, please indicate:
Stage dimensions: _____
Is there an acoustical shell: _____
Is the audience seating permanent: _____
If not, describe the audience seating:

Are risers available: _____
Is a PA system built in? _____
Are dressing rooms available at the site: _____
If not, are dressing rooms available nearby? _____
3. Will technicians be available to operate: Sound System? _____ Lights? _____
Will three (3) 110 volt, AC, 20 amp electrical currents be available? _____
4. Will ample reserved parking be available for the bus and trucks? _____

SECTION C

1. Name and telephone number of any Coast Guard representative or government official with whom you have discussed possible participation: _____
2. I certify that the information provided herein is complete and correct to the best of my knowledge and belief. I understand that a representative of the U. S. Coast Guard Band will contact me to discuss arrangements and costs involved prior to final commitments.

Signature: _____ Date: _____
(Host's representative)

Performance Site

The Coast Guard Band requires a stage size of at least forty feet deep by fifty feet wide and an auditorium seating capacity of at least 1,000.

Preferred Concert Sites:

- * Performing Arts Centers
- * Concert Halls
- * Theaters

Acceptable Concert Sites:

- * High School auditoriums
- * Permanent band shells with built-in audience seating

Least Preferred Concert Sites:

- * Gymnasiums
- * Portable band shells
- * Municipal parks without band shells
- * Ballrooms

Unacceptable Concert Sites:

- * Most churches
- * Small gazebo bandstands
- * Ball fields
- * Fairs and carnivals

Before signing a concert site contract, please call the Coast Guard Band's Scheduling Officer at (860) 701-6827. They can discuss our requirements with you and help you avoid problems that could result in the loss of a deposit.

Rain Sites: When scheduling an outdoor concert, please arrange for a suitable indoor site in the event of inclement weather. The rain site must be at the same date and time as the original. A rain date is not feasible.

The U. S. Coast Guard Band Performance Policies

1. Hosting organizations are required to fund all costs associated with the event. Transportation, promotion efforts, ticket printing and distribution, programs, sites, and all incidental expenses connected with the event must be provided. Lodging costs and per diem as determined by published government travel regulations would likely be necessary if the event is located more than 90 miles from the Band's home base of New London, CT. Several factors, including distance, estimated overall travel time, time of event, and the band's overall schedule, are weighed to determine the need for lodging and meals. In the event it is necessary for a member of the Coast Guard Band Operations team to travel to the concert site before the date of the concert, the cost of transportation would need to be covered for that as well.
2. It is required that someone be assigned to operate stage and house lights during the performance.
3. Coast Guard regulations normally prohibit Coast Guard Band participation in any public event when admission is charged if the Band's participation is the primary attraction.
4. When adverse weather conditions occur at the time of a scheduled outdoor event, the Coast Guard Band is forced to decide whether or not to risk ruining instruments, unique uniforms, or equipment, by participating. For example, damage to band instruments as a result of a downpour could cost as much as \$3,000 to repair.
5. There are occasions when the Coast Guard Band must withdraw from an event even though other participants may still take part. The Band Director is responsible for deciding whether or not to take this action. Normally, the Band will not participate in an event when:
 - a. Precipitation is falling (the Band Director will make final determination).
 - b. The chill factor is below 33 degrees.
 - c. The wet-bulb reading is 88 degrees or higher (also applicable to indoor performances).
 - d. Insufficient light is available to permit the Band members to read music or see the director.

The Coast Guard Band will cooperate with the civilian host to the maximum degree possible and will not withdraw from an event that the host has not already canceled unless it is considered absolutely necessary.

The United States Coast Guard Band

Transportation Requirements

Concerts

The Concert Band has 55 Members plus extensive musical equipment and electronic gear. When the one-way travel distance exceeds 30 miles, an "over-the-road" (coach-type) bus is required to transport the Band to and from the performance site. The bus must be heated/air conditioned to meet local climate conditions and contain a restroom facility.

School buses or similar military buses are suitable only for local travel of less than 30 miles one-way. The bus must be heated/air conditioned to meet local climate conditions.

Two trucks are needed to transport the Band's musical instruments and electronic gear regardless of whether the personnel are in a coach or school/military bus. CLOSED-VAN (lockable) trucks with beds of at least twenty-four feet (24) in length are required. If the Band is carrying luggage and is being transported on a school or military bus without luggage bays, an additional closed truck must be provided to carry the luggage. Instrument trucks must have a lift or ramp.

Estimated cost of 1 bus and 2 trucks will range between \$2400 to \$3000, depending on distance and overall time involved for production of the concert – from the initial equipment load at the CG Academy to the return of said equipment following the concert.

The U.S. Coast Guard Band - Concert Performance Site Needs

The following highlighted items pertain to the Coast Guard Band's performance at your event. Please call the Band Operations Office at 860-701-6824 if you have any specific questions or scheduling office at 860-701-6827 for more general questions.

I. Stage Needs:

- a. Stage Dimensions: A minimum performing area of 50 feet wide by 40 feet deep.
- b. Stage Access: A minimum doorway width of 36 inches, to maneuver equipment.
- c. Symphony Shell: A symphony/band shell is desired for all performances.
- d. Chairs: 50 sturdy, armless chairs are needed.
- e. Stands: We can bring our own stands if 50 stands are not easily provided.
- f. Podium: Conductor's podium, if available, will be used.
- g. Set up: All chairs, risers, stands, etc., should be left at the stage side. The Band will set up after moving the percussion instruments into place.
- h. Bandstands: Certain portable bandstands, such as the Wenger Showmobile, are acceptable only if the normal stage size is extended to 40 x 50 feet through the use of additional staging.

II. Lighting Needs:

- a. Stage Lighting: White stage lighting must be used and should be bright enough to read newspaper print without difficulty; special attention should be given to the apron area as this area is often lacking in sufficient light.
- b. House Lights: Should be dimmed or turned off during the performance.

III. Audio System:

- a. The Band will use your system and technician, or;
- b. The Band will supply its own system and technician:
 1. Two duplex AC outlets, 110 volt-20 amps, are needed on stage right.
 2. One Duplex AC outlet, 110 volt-15 amps on stage for bass and keyboard amps.
 3. One duplex AC outlet, 110 volt-15 amps, is needed in the house, 100'-150' from the stage.
 4. These three circuits should have nothing else plugged into them.
 5. 3' x 6' table for sound board.

IV. Other Facilities Needed:

- a. Water: Access to a water fountain is essential.
- b. Rest Rooms: For Band Personnel.
- c. Warm-up Room: At least one large room should be provided for the musicians to warm-up their instruments and store cases.
- d. Dressing Rooms: 3 are needed: 1 for the Director; 1 for 17 females; 1 for 36 males.

V. Recruiter:

We would like to have a 3' x 6' table available in the lobby for a Coast Guard Recruiter to use. We invite the local recruiter to our performance to help answer questions about the Coast Guard and to pass out flyers or posters as they are available.

VI. Personnel Needed:

- a. Lighting Technician: Should coordinate with Band Stage Manager upon arrival.
- b. Custodian: To lock and unlock warm-up room, and rest rooms, and other doors as needed.

VII. Directions:

Please send us directions to the performance site. These directions should be from a major highway. A map or diagram is very helpful. We are traveling by charter bus and truck that require 13'7" clearance under bridges.

VIII. Telephone Numbers:

With most of our performances at night or on weekends, office phone numbers are not very useful. Please provide us with home or other alternative phone numbers for yourself, your stage manager and any other individuals we will be working with on concert day. These numbers will only be used in the event of an emergency.

IX. Air Conditioning:

Auditoriums that have been closed for some time tend to build up heat and be stuffy. This can make the audience and the band very uncomfortable. Please make provisions to ventilate or cool the auditoriums: be they the concert site or rain location.

X. Diagram :

Please send us a diagram of the concert site indicating:

- a) Band Shell/Pavilion or Auditorium Building.
- b) Grounds and local streets.
- c) Locations of stage doors, warm-up room, rest rooms.

XI. Parking:

For one motor-coach bus and two twenty-four foot trucks.