

Request for Performance

Board Member contacted for performance event: _____

Initial Information Requested:

1. Name of Organization: _____
2. Contact Date: _____
3. Contact for Organization: _____
 - a. Phone: _____
 - b. Cell _____
 - c. FAX: _____
 - d. E-mail: _____
4. Date and Time of performance: _____
5. Request full choir perform: _____ Yes _____ No
6. Request small choir (less than 20) _____ Yes _____ No

Checklist to Ask Requesting Organization

- Yes ___ No ___ Is the performance space ADA accessible?
- Yes ___ No ___ Do they have a full size keyboard available?
- Yes ___ No ___ Is there a stage available for performance? Size _____
- Yes ___ No ___ Do they have risers? How many people will they hold? _____
- Yes ___ No ___ Do they have music stands? # _____
- Yes ___ No ___ Do they have chairs for choir members who cannot stand? # _____
- Yes ___ No ___ Do they have sound system to microphone choir and soloist?
- Yes ___ No ___ Do they have stage lighting?
- Yes ___ No ___ Do they have power supply and electrical hookups?
- Yes ___ No ___ Area for unloading and loading? Location: _____
- Yes ___ No ___ Parking area for performers? Location: _____
- Yes ___ No ___ Room available for choir to gather before performance?
Location: _____
- Yes ___ No ___ Can this room be locked or is another location available?
- Yes ___ No ___ Are there restrooms on site?
- Who within the requesting organization is handling publicity of performance? _____

Other: _____

NOTE: Inform organization contact that any request for performance requires approval of the Board of Directors and that the WCC will respond within 30 days. For performances in less than 30 days, inform organization contact that the WCC will make every effort to respond within 10 days.
_____ (Check here)

Approved May 15, 2017

Initial Steps

_____ (Date) Contact Musical Director for his/her availability. Musical Director to contact accompanist for availability and respond back.

_____ (Date) Musical Director or designee will poll choir members to determine who is available for performance date and time. Musical Director will make decision as to adequate balance of choir with those available.

- Not Available:
 - If Musical Director or accompanist or choir is not available, inform requesting organization contact with apology and thank-you for request.
- Available:
 - If Musical Director and accompanist are available, contact Chairman to make arrangements for Board of Directors meeting to vote on performance. Contact organization making request and complete checklist prior to Board vote.

Board Vote

- No
 - If Board of Directors votes to not accept performance, inform requesting organization contact with apology and thank-you for request.
- Yes
 - If Board of Directors votes to accept performance, Special Events Chair will be responsible for coordinating with requesting organization's contact, Musical Director, and Board officers including Marketing/Publicity Chair, Production Chair, etc.