THE UNITED STATES COAST GUARD BAND

Public Concert Performance Request

This form is used to request U. S. Coast Guard Band participation in public events. Submission of this request does not constitute acceptance of the invitation by the Band. This information is required to evaluate the event for appropriateness and compliance with Coast Guard policies, and if officially approved and accepted, will be used for logistics coordination between the requesting organization and the Coast Guard Band OPS team. Please refer to the Performance Site, Policies and Transportation Requirements sections before completing this request. Return the completed first three pages preferably via the "Submit" button or by FAX. You will be notified that this request has been received, but please follow-up with an email if you have not heard from us after two weeks. Once this request has been vetted by the Coast Guard Legal Office and formally accepted by the Coast Guard and the Band, the Scheduling Office will notify you as soon as possible as to the next step.

U.S. Coast Guard Band (pb)
Scheduling Office
15 Mohegan Avenue
New London, CT 06320-4195
Vx: 860-701-6827
Fx: 860-444-8475
Heather.B.Doughty@uscg.mil
Richard.E.Wyman@uscg.mil

Section A

1a. Title of Event: _____

b. Type of Concert: Indoor ____Outdoor____

c. Date of event: _____

d. Time of performance: _____

e. Address of event: _____

City, State, Zip: _____

f. Official name of site: (Carnegie Hall) _____

_____

g. Description of site: (Concert Hall) _____

_____

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

_____

i. Is this event part of a series? _____ If yes, please provide information about your series:__

_____

_____

j. Is this event being held in conjunction with any other event or civic celebration? ____If yes, describe:

_____

2.a. Official name and description of host organization: _____

b. Name any other person or organization underwriting the cost of this event (ie, corporate sponsorship, individual sponsorship, etc.):_____

_____

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. Representative authorized to complete arrangements for U. S. Coast Guard Band participation:

Name: _____

Address: _____

City, State, Zip: _____

Telephone: Office: _____ Cell: _____Other:_____

E-Mail Address: _____

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. Is this event being used to support any commercial interest, political party, or candidate? _____

11. 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? _____

12. Estimated cost of transportation for band members and equipment: $_____

(includes bus, truck, airfare, train, travel fee, rental or privately owned vehicle)

13. Total time to complete mission including all travel and event time: _____

Estimated cost for meals and incidental expenses if travel time is more than 12 hours but less than 24 hours: $ _____

14. For support that requires travel over 24 hours, estimated cost of lodging with tax: $_____

Estimated costs for meals and incidental expenses: $_____

15. Total of all travel costs being offered to the US Coast Guard Band: $_____

16. Name of contact for funding: _____

Email of contact for funding: _____

17. In the rare 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

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: _____
   - Audience capacity: _____
   - 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? _____

5. How will the concert be publicized?: Newspaper_____ Radio_____TV_____Website_____

SECTION C

1. Name, contact information, and date of any Coast Guard representative with whom you have discussed possible participation:_____

2. Once a tentative date has been provisionally accepted by the Coast Guard Band scheduling office, this request will be forwarded to and vetted by the U. S. Coast Guard Academy Legal Office for ethical and legal considerations. Once an official decision has been made regarding your request for performance, a representative from the US Coast Guard Band Scheduling Office will contact you.

3. Submission of this request does not constitute acceptance of the invitation by the Band. Do not consider the date 'firm', do not sign contracts based on the tentative date, and do not advertise or print the proposed concert date, unless and until you have been notified by the Coast Guard Band Scheduling office that your request has been officially accepted by the Band and that the date is locked on the schedule. Although extremely rare, cancellations can occur. The U. S. Coast Guard reserves the right to cancel in the instance of an unexpected Coast Guard, Department of Homeland Security, or Department of Defense related event of national importance such as Presidential State Funerals, a national crisis or catastrophic event.

4. I certify that the information provided herein is complete and accurate to the best of my knowledge, and that I understand and agree to the terms found on this request form.

Signature: _____Date: _____
(Host's representative)

Submit **Print**

The U. S. Coast Guard Band

Performance Policies

1. Hosting organizations are required to fund all costs associated with the event. This includes all transportation costs which can run from $2500 to over $3000, promotion efforts, ticket printing and distribution, programs, sites, and all incidental expenses connected with the event. 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 CG Band OPS team to travel to the site before the concert date, the cost of transportation would need to be covered also.

2. Announcements or speeches must be held to an absolute minimum so as not to interrupt the flow of the performance planned by the Coast Guard Band. Protracted announcements, presentations, or short speeches detract from the concert and only serve to make the concert longer or to shorten the Band's planned musical presentation. Discuss any announcements with the OPS representative before the date of the concert, and with the Director or Assistant Director before the start of the concert.

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. Regulations also prevent participation in any charitable event no matter how worthy the cause or participation in any political functions or activist events.

4. Performance Site: The Coast Guard Band requires a stage size of at least forty feet deep by fifty feet wide and prefers 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

5. Rain Site: 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.

6. Adverse Weather: When adverse weather conditions occur at the time of a scheduled outdoor event, the Coast Guard Band Director will perform a risk assessment on continued participation. Safety of audience and Band members is paramount as well as the protection of musical instruments, uniforms, music, and audio equipment, which can be ruined by excess moisture or electrical surges (lightning). The Coast Guard Band reserves the right to cancel the concert, but be assured that we will cooperate with the host to the maximum degree possible and will not withdraw from an event unless it is considered an absolute necessity.

7. 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.

Transportation Requirements

The Concert Band has 55 Members plus extensive musical equipment and electronic gear. When the one-way travel distance exceeds 30 miles, a 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 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. <u>CLOSED-VAN</u> (lockable) trucks with beds of at least twenty-four feet (24) in length are required. <u>Instrument trucks must have a lift or ramp.</u>

Estimated cost of 2 trucks and 1 bus will range between $2500 to over $3500. Cost depends on location, fuel, and overall time involved for production of the concert. This is from the initial equipment load at the CG Academy to the return of said equipment back to the Academy after the concert. The sponsor is to pay the bus and truck vendors directly before the date of the event.

Concert Site Needs

The following highlighted items pertain to the Coast Guard Band's performance at your event. Please call the scheduling office at 860-701-6827 for specific 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 <u>only</u> if the normal stage size is extended to 40 x 50 feet through the use of additional staging.

II. Lighting Needs: It is required that someone be assigned to operate stage and house lights during the performance.

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:

a. Water: Access to a water fountain is essential or ample amount of bottled water.
b. Rest Rooms: For male and female band members.
c. Warm-up Room: At least one large room should be provided for the musicians to warm-up 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, 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 become stuffy. This can make the audience and the band very uncomfortable. Please make provisions to ventilate or cool the venue before several hours before the performance.

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.