

THE UNITED STATES COAST GUARD BAND

Public Concert Performance Request For Small CG Band Ensemble

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 Policies](#), [Transportation Requirements](#), and [Site Requirements](#) sections before completing this request. Please return the completed pages via e-mail to: Richard.E.Wyman@uscg.mil or Heather.B.Doughty@uscg.mil 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: 860-444-8475

Performance Policies

1. The Coast Guard Band small ensembles, which include the Brass Quintet, the Woodwind Quintet, the Dixieland Band, the Saxophone Quartet, the Clarinet Quartet, and the Flute and Harp Duo, all require the cost of transportation for people and equipment to be covered by the potential host. The cost can vary with the size of the group, the amount of equipment, and the distance to be traveled. Transportation, active promotion and advertising efforts, ticket printing and distribution if needed, programs, site costs, 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 meals and/or lodging. 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. Please contact us and we will provide a travel analysis.
2. 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.
3. 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 thousands of dollars to repair.
4. There are occasions when the Coast Guard Band must withdraw from an event even though other participants may still take part. The Band Director or Group Leader is responsible for deciding whether or not to take this action. Normally, the Band Ensemble will not participate in an event when:
 - a. Precipitation is falling.
 - b. The wind chill factor is below 33 degrees Fahrenheit .
 - c. The wet-bulb reading is 88 degrees F 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 Ensemble 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.

Site Requirements

The Coast Guard Band small ensembles require a platform stage with adequate space for the particular group. For example, the space requirement for the Dixieland Band would be no smaller than 30' wide by 25' deep. The Brass or Woodwind Quintet would be no smaller than 25' wide by 20' deep.

Preferred Concert Sites:

- * Performing Arts Centers
- * Concert Halls/Recital 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.

Transportation Requirements

Each small group has a different number of members. When the one-way travel distance exceeds 30 miles, a minivan or 15 passenger van is required to transport the Band and musical instruments. The CG Band may require the host to provide the cost of rental and fuel for transportation. If the Dixieland Band is requested, the host may be required to provide costs for the rental of an equipment truck in addition to a van.

Concert Performance Site Needs

1. Stage Needs:
 - a. Stage Dimensions: Dixie group would be no smaller than 30' wide by 25' deep. The Brass or Woodwind Quintet would be no smaller than 25' wide by 20' deep.
 - b. Stage: Platform stage. Level surface (outdoors)
 - c. Symphony Shell: A symphony/band shell is desired for all performances.
 - d. Chairs: sturdy, armless chairs.
 - e. Stands: We can supply our own stands if they are not easily provided.

2. 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.

3. Audio System – for the U.S. Dixieland Band

- a. The Dixieland Band will generally 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.

4. Other Facilities Needed:

- a. Drinking water access
- b. Rest Rooms
- c. Warm-up Room
- d. Dressing Room

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Section A

- 1.a Title of Event: _____
- b. Type of Concert: indoor ___ outdoor_____
- c. Group Requested: Dixieland Band___ Woodwind Quintet___ Brass Quintet___
Saxophone Quartet___ Woodwind Trio___ Jazz Trio___ Flute/Harp Duo___ Harp___
- d. Date of event: _____
- e. Time of performance: _____
- f. Address of event: _____
City, State, Zip: _____
- g. Official name of site: (Edgewood Park, Smith Band shell) _____

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

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

- j. Is this event part of a series? Yes _____ No _____
 If yes, please provide information about your series. _____

- k. Is this event being held in conjunction with any other event or civic celebration? Yes _____ No _____
 If yes, 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.) _____

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: _____
 E-Mail Address: _____
 Website: _____
 Facebook: _____
6. Anticipated attendance: _____
7. Is this event being used to promote funds for any purpose? Yes _____ No _____
8. Is there an admission charge? Yes _____ No _____ Charge for seating? Yes _____ No _____
9. Will tickets be distributed? Yes _____ No, open admission seating _____
 Information for obtaining tickets: _____
10. Disposition of profits which may accrue: _____
11. Is this event being used to support any commercial interest, political party, or political candidate?
 Yes _____ No _____
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?
 Yes _____ No _____
13. Estimated cost of transportation for band members and equipment: \$ _____
 (includes bus, truck, airfare, train, travel fee, rental or privately owned vehicle)
14. 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:
\$ _____
15. For support that requires travel over 24 hours, estimated cost of lodging with tax: \$ _____
Estimated costs for meals and incidental expenses: \$ _____
16. Total of all travel costs being offered to the US Coast Guard Band: \$ _____
17. Name of contact for funding: _____
Email of contact for funding: _____
18. 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

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? _____

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)