

## GUIDELINES FOR PERFORMERS, 2019-2020 SEASON

### FRIDAY EVENING CHAMBER MUSIC SERIES

*Hosted by the Chamber Music Committee of the New York City Bar Association*

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You are responsible for the contents of these Guidelines. Please review them carefully. Direct any questions or concerns to Travis Mock ([tmock@pincus-law.com](mailto:tmock@pincus-law.com)).

1. **Group Contact.** All performance groups must designate a single Group Contact. The Group Contact is responsible for all communication and coordination about your performance.
2. **Performance Length.** Your program, from stage entrance to stage exit, must fit within the time allotted to your group.
3. **Generating an Audience.** We do minimal marketing for our concerts. We rely on performers to bring their own audiences. Please encourage your friends, family, and coworkers to attend.
4. **Pre-Concert Deadlines.** Please be prepared to provide your final set list and performer names two months before your concert, and your program notes and biographies one month before your concert.
5. **Program Material.** Program materials (including performer biographies, program notes, and lyrics/translations) must be submitted print-ready and in Microsoft Word format. Program notes should not exceed 400 words. Performer biographies should not exceed 200 words. If you choose not to provide program notes, the Committee may supply them. The Committee will not supply performer biographies or lyrics/translations.
6. **Copyrights/Permissions.** You must include authorship attributions for all program material you submit that was not written by your group. You must obtain prior permission to use copyrighted material. The Committee may decline to publish any material that does not meet these requirements.

*The Committee and the City Bar disclaim any obligation to investigate copyrights or secure permissions for materials that you submit. By performing with us, you agree to indemnify and hold harmless the Committee and the City Bar for any third-party claim or liability related to the works and materials you submit.*

7. **Warm-Up Schedules.** The hall is available for warm-ups during the hour before the concert. This hour must be shared among all performing groups. Do not attempt to warm up in the hall before the designated hour. Do not warm-up in the green rooms during the concert.
8. **Stands, Lamps, and Performance Accessories.** The Committee will provide up to six music stands, six stand lights, and a piano lamp for your use. You are responsible for any other performance accessories that you may need.

9. **Noise.** The City Bar is not a dedicated performance space, so noise from the street or elsewhere in the building may intrude on the concert from time to time.
10. **Concert Protocol.** Our concerts are informal. There is no dress code for performers or audience members. The audience may enter, exit, eat, and drink during the concert.
11. **Performer Attendance.** You are expected to attend the entire concert. Please do not schedule other obligations that prohibit you from doing so. Please do not invite your audience to come late or leave early.
12. **Cancellations.** If you need to cancel your performance, you must (i) give us as much notice and possible and (ii) make reasonable efforts to find a replacement.
13. **Photography and Recording.** We may photograph, record, and broadcast your performance. After the concert, we may provide Group Contacts with courtesy copies of pictures, recordings, and other materials for your personal use within the bounds of applicable law.

*By performing with us, you authorize the Committee and the City Bar to produce and publicly distribute those photographs, recordings, and broadcasts as well as any other material created for your performance.*

*The Committee and the City Bar expressly disclaim all liability for the use or distribution of these materials. By accepting the courtesy copies, you agree to indemnify and hold harmless the Committee and the City Bar for any claim or liability related to the use of those materials by you or by any person with whom you share them.*

14. **Refreshments.** We provide ice water and light snacks.
15. **The Piano.** Do not move the piano or piano lid. We can help you. Just ask.
16. **No Compensation.** We do not pay performers or reimburse expenses.
17. **Admission and Donations.** Our recitals are free to all, regardless of membership in the City Bar, on a first-come-first-served basis. We solicit donations (\$10 suggested) from all attendees at the door.
18. **Rehearsals.** On a case-by-case basis, the City Bar may accommodate rehearsals in the hall on select Friday evenings. Inquire for availability no more than five days before the desired rehearsal date.