

GUIDELINES FOR PERFORMERS, 2022-2023 SEASON

FRIDAY EVENING CHAMBER MUSIC SERIES

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

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Thank you for performing in our Friday Evening Chamber Music Series! We are all privileged to have this venue, and it is critical that we adhere to the following guidelines. Please read these guidelines carefully.

If after reading these guidelines you have any questions or concerns, please contact Paula Collins, (Committee chair, paulacollinsjd@gmail.com).

1. **Group Contact.** All performance groups must designate a single member to serve as the Group Contact who will be responsible for coordinating with the Committee and the other performers, as described below. (If you are a solo performer, you are your own Group Contact.)
2. **Programming Information.** About two months before your recital date, Paula will ask your Group Contact to provide:
 - a. the name of your group, if any;
 - b. the names of the performers and their instruments or voice parts; and
 - c. the names of the pieces to be performed (including opus numbers and movements) and their composers.
3. **Material Outside the Public Domain.** When submitting programming information, Group Contacts must identify any work they intend to perform that is not in the public domain.
4. **Performance Length.** The program you choose must fit within the time allotted to your group. This includes all time for entering and exiting the stage, tuning, pauses between movements, remarks to the audience, and the like. We strictly enforce time allotments. Exceeding your time allotment is disrespectful to your fellow performers and the Bar Association, and may preclude you from performing with us in the future.
5. **Program Notes.** Please consider providing program notes (performer biographies, performance notes, lyrics, translations, etc.) for our written program. The Committee will draft performance notes, lyrics, and translations if you choose not to provide. The Committee will not draft performer biographies.

Group Contacts must provide all program notes to Karen Wolfgang-Swanson (Committee written materials coordinator, kwolfgangswanson@gmail.com) by the Friday two weeks before their recital. Submissions must be in Microsoft Word format and production ready. Please proofread all of your submissions carefully. The Committee reserves the right to publish your submissions as submitted, and we will not accept revisions after the submission deadline. Shari will provide samples on request.

You must properly attribute all materials not written by your group to their proper authors, and you must obtain prior permission to use copyrighted material. Obtaining copyright permissions can take a long time, so plan accordingly.

6. ***Rehearsal in Advance of Recital.*** The City Bar offers rehearsal time in the hall on a limited basis. Rehearsals are limited to Friday evenings, and many Fridays are unavailable due to scheduling conflicts. To request an advance rehearsal, email Paula. The City Bar will confirm the availability of the requested rehearsal date one week in advance.
7. ***Warm-Up Schedules.*** One week before your recital date, Paula will tell you what time the City Bar will open the hall for warm-ups. The hall is usually available to us starting at 5:00 p.m., but our time is occasionally more limited. The Group Contacts must divide the available warm-up time among their groups, copying Paula on all scheduling emails.
8. ***Recital Format.*** Our programs usually feature from two to four performance groups. Paula or Rachel Lin (Committee programming coordinator, racheljlin@yahoo.com) will tell you with whom you are sharing your program, in what order the groups will perform, and how much time your group will have. We open the recital with brief opening remarks, but we do not generally introduce individual groups. We will take a 10-15 minute intermission.

Our hall is acoustically beautiful, but it is not a dedicated performance space. Therefore, noise from the street or elsewhere in the building occasionally intrudes on our performances.

9. ***Green Room.*** A green room immediately off the hall will be available for performers to leave their personal effects and wait for their turn to perform. Because the green room is not soundproof, you may not play or sing in the green room once the recital begins.
10. ***Attendance for Entire Recital.*** We expect all performers to attend the entire recital, as a courtesy to your fellow performers. Please do not schedule other obligations that prohibit you from attending the entire recital. Please ask your audience also to attend the entire recital. Failure to grant these courtesies does not go unnoticed.
11. ***Cancellations.*** We understand that emergencies sometimes force cancellations, but we expect all performers to use their best efforts to honor their scheduled performance time. Group Contacts must immediately notify Paula of any irreconcilable scheduling conflict. You will be responsible for finding a replacement for your time slot if you cancel.
12. ***Advertising.*** The City Bar provides limited advertising for our recitals. The City Bar's online calendar marks the dates of all recitals in our concert season. About three weeks before each recital, the City Bar updates its events listing with a summary of our program. About a week before each recital, the Committee publishes recital details through its email list and social media pages.

Please encourage your friends and contacts to attend your recital; that is how we get most of our audience. If you expect to bring a large number of guests, please tell Paula so we can put out a few extra chairs.

Photography and Recording--RELEASE. Your performance may be photographed, recorded, and broadcast. 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 in connection with your performance.

We will provide Group Contacts with courtesy copies of pictures, recordings, and other materials for their private use. The Committee and the City Bar expressly disclaim all liability for the use or distribution of these materials. By using the Group Contacts obtaining courtesy copies agree to indemnify and hold harmless the Committee and the City Bar for any unlawful use of those courtesy copies by the performers or by any third party.

13. ***Dress Code.*** While formal concert attire is not required, the Committee does take pride in presenting polished recitals, and asks performers to dress appropriately for the Association and its audience. Most of our audience will be in business attire.
14. ***Music Stands, Lamps, and Other Performance Accessories.*** The Committee has six music stands, six stand lights, and a piano lamp for our performers' use. We will make every effort to ensure that these materials are available at the beginning of warm-ups. We do not provide footrests, endpin stops, or other performance accessories. We provide standard-issue stackable banquet chairs. If you require a special chair, please bring it with you. Cellists needing a slightly higher seat sometimes stack two of our chairs.
15. ***Refreshments.*** We place ice water in the back of the hall and in the green room shortly before the recital begins.
16. ***The Piano.*** Do not, under any circumstances, move the piano yourself. We can help you position and adjust the piano for your performance. Just ask.
17. ***Admission, Donations, Payment.*** Our recitals are free to all, regardless of membership in the City Bar. We solicit donations (\$10 suggested) from all audience members at the door. We do not pay performers or reimburse expenses.