Request Form (revised Jan. 2006)

<u>Important</u> details to consider before completing the questionnaire below:

- To avoid disappointment, we recommend that you make your request several months in advance.
- December (holiday season) and June (Gay Pride) are the chorus's busiest months.
- The chorus does not rehearse in July and August, and seldom performs during those months.
- The members of the chorus perform with the chorus as volunteers and have day jobs elsewhere. As such, performances during weekday business hours are a challenge.
- The chorus is a performing group - not a "lounge act" - and is not well-equipped to provide background music, roaming music, or soloists.
- In order for the chorus to be heard in a large or outdoor space, sophisticated amplification is needed beyond a simple public address system.
- Remember that singing is more strenuous than talking - there are limits to how long our singers can sing!

Suitability: As a 501(c)(3) non-profit organization registered in the ____________, there are some events that are not legally suitable for our organization. If your event is not suitable, you will be provided with an explanation.

Cost: There are many costs involved with our *SingOut!* Program and we appreciate financial gifts and/or donated good and services. For private sector or corporate events, we request a donation of at least $1000.

Ambassadors: generally numbers **16-30** men (ad hoc group formed from the larger chorus). Larger groups are sometimes available, depending on the circumstances. The repertoire of this ensemble is usually suitable for <u>short programs</u> of no more than 30 minutes. From November through February, the Ambassadors are most comfortable singing holiday music.

Ensembles: The chorus has three special ensembles of 10 – 16 voices that cater primarily to private sector events.

Accompaniment: While some music can be performed *a cappella*, longer programs require piano accompaniment. If your venue does not have a piano, an additional fee and additional equipment may be required.

Audio Equipment: If your event is outdoors or in a large venue, the chorus will need to be amplified using several condenser or broad spectrum cardiod microphones. The chorus does not provide these.

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<u>REQUEST FORM – PLEASE COMPLETE & SUBMIT</u>

Name of your organization ____

Name and position of contact person ______________________________________

Telephone ____________________ Fax ___________________ Email ___________________________

Type of event (e.g., festival, fundraiser, conference opener) _____________________

Day, date and time of requested appearance ________________________________

Performance venue, address, directions, other special instructions _______________

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Parking and public transit information ______________________________________

Size of group needed (approx. number of singers you would like) _________________

Duration of program (e.g. 15 minutes, 2 songs) ______________________________

Any Special Details (e.g., theme of event, style of music) ______________________

Does your venue have (or can you acquire) a piano or electric keyboard? Yes No (circle one)
Does your venue have (or can you acquire) a sound system? Yes No
Is your event suitable for ___________ to sell merchandise or distribute concert information? Yes No
Do you have a printed program or website where _________ could be listed? Yes No
Is this a private sector / corporate event? Yes No
(If this is a private sector/corporate event, you are encouraged to make a tax deductible donation – recommended donation is $1000+)

If you have more questions or information to add, please use the reverse of this page or a separate sheet.