



## Chamber Ensembles

### Louisville Orchestra Ensemble Visit Guidelines

Please review the following information and if you have questions, please contact Jenny Baughman, Learning & Community Coordinator ([jbaughman@louisvilleorchestra.org](mailto:jbaughman@louisvilleorchestra.org)). Please note: The use of any photo, video or audio recording devices during the program is strictly prohibited.

#### **PRE-PERFORMANCE REMINDERS**

- Please send payment no later than two (2) weeks prior to your scheduled visit.
- *NOTE: The max number of that should attend the performance and/or demonstration is 250.*

#### **PLEASE PROVIDE THE FOLLOWING INFORMATION**

If you haven't already, please confirm or provide the following information with the LO contact:

- Confirm the time of your performance.
- Provide instructions for parking and access to the building. (Please make sure security or your front office is aware of the planned visit.)
- Are there any stairs between the entrance and performance space? This can affect ensembles with larger instruments (e.g. keyboard and percussion).
- Do you have any restrictions for the type of music the musicians play? For example, is Christmas-themed music appropriate for your audience?
- How many members/patients/staff do you anticipate will attend the performance?
- Is there anything the musicians should know about your audience? Age-range or will children be attending?

#### **SCHEDULE A (one-hour performance only) (EXAMPLE)**

9:25am	Musicians arrive at or before this time and check in at the main office
9:30 – 10:30 (60 min)	Ensemble performance

#### **SCHEDULE B (demo and performance – for school groups only) (EXAMPLE)**

9:25am	Musicians arrive at or before this time and check in at the main office
9:30 – 9:55am(25 min)	Classroom visits by individual musicians*
9:55 – 10:10am(15 min)	Students travel to assembly room
10:10 – 10:55am(45 min)	Ensemble performance

\*Demo can be omitted to allow more time for chamber performance

#### **PERFORMANCE SPACE SETUP AND REQUIREMENTS**

- The musicians require a clean area of at least 20 by 20 feet, in a space that *must* be over 68 degrees Fahrenheit to ensure proper and optimal conditions for the musical instruments used.
- The host organization is responsible for setting up armless, non-folding chairs (1 per musician); musicians will supply their own music stands.
- Please have a staff member introduce the group. If there are any children in the audience, they should be supervised at all times during the performance by an appropriate number of adults.

#### **VISIT FEEDBACK**

Following the visit you will receive instructions for completing a short evaluation via SurveyMonkey. If you would like a hard copy of the survey emailed to you, please contact the LO contact(s) above. Your feedback is important to us, and we appreciate completion of the survey as soon as possible.