



# Concert Services Worksheet & Agreement

\_\_\_\_\_ engages Gotham Early Music Scene to provide the  
(name of group)

services as indicated below at its concert on \_\_\_\_\_ at \_\_\_\_\_  
(date and time) (location)

Minimum engagement is one GEMS person at \$30 - \$40/hour (depending on your annual budget). This is usually the ticket sales person. Additional GEMS people are available on a paid or volunteer (in return for comp tickets) basis; we will advise. Assignment of volunteers to specific jobs is subject to change at the time of the concert.

GEMS concert services contact person's name & cell phone: \_\_\_ Paul Ross 646-256-4372 \_\_\_\_\_

Function	No. of people required	No. of people provided		
		by you	by GEMS paid	by GEMS volunteer
<b>PRE-CONCERT:</b>				
Ticket sales at the door (cash & credit cards)	2		1 ◊	1 ◊
“Will Call” and artist comps				1 ◊
Ticket takers (fold programs <input type="checkbox"/> yes <input type="checkbox"/> no)				
Ushers (including late-arrival greeter & FOH floater) *				
CD/merchandise sales (table inside hall)				
Transport/floater (moving gear from/to GEMS)	1			1 (Paul)
Pre-concert event setup / breakdown				
<i>Subtotal</i>				
<b>INTERMISSION:</b>				
CD/merchandise sales				
<i>If pre-concert staff also handles intermission CD/merchandise sales, enter count on this row.</i>				
<b>POST-CONCERT (only if time allows)</b>				
Reception setup/service/breakdown				
CD/merchandise sales				
<i>If pre-concert staff also handles post-concert CD/merchandise sales, enter count on this row.</i>				
<b>ENTIRE CONCERT</b>				
Stage manager				
Lighting technician				
Welcome and cell phone announcer	1			1 ◊
<b>GRAND TOTAL (shaded rows excluded)</b>				

OTHER STAFF

Will you have a sound engineer working the event?  yes  no \_\_\_\_\_

Will you have a photographer working the event?  yes  no \_\_\_\_\_

Will you have a videographer working the event?  yes  no \_\_\_\_\_

\* Special arrangements should be made for reserved-seating ushering. Please see other side.

Equipment	No. required	Number provided	
		by venue	by you
Tables for "Will Call" and ticket sales	2	2	
Tables for CD/merchandise sales	use sales table		
Table for brochures	1	1	
Chairs for tables	4	4	
Music stands for signage			
Signs to mark off seating/sections <input type="checkbox"/> yes <input type="checkbox"/> no			
<b>Space</b>			
Hall has a <b>(1) green room</b> <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> don't know, <b>(2) warm-up room</b> <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> don't know, <b>(3) keyboard tuning area</b> <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> don't know, <b>(4) secure storage for personal effects</b> <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> don't know <b>(5) Usable balcony</b> <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> don't know			
Number of doors public can use to enter the lobby_____. Number to enter the hall_____			

Please return this form to us with the following information filled in as soon as possible and certainly by a week prior to the concert date. The information will go a long way to help us serve you better:

THE SITE

1. Your *group's contact person's* name, phone, and email  
(please print): \_\_\_\_\_

2. Your *volunteer coordinator's* name, phone, and email  
(please print): \_\_\_\_\_

3. *Electrical outlet* near the sales table?  yes  no  don't know *Phone jack*  yes  no  don't know

4. Time GEMS can enter the lobby to set up: \_\_\_\_\_

5. Volunteers enter via which door and when: \_\_\_\_\_

6. Time lobby opens to the public\_\_\_\_\_ Handicapped access?  yes  no  don't know

7. Time patrons may enter the hall: \_\_\_\_\_(sound checks done)\_\_\_

8. Approximate intermission start time: \_\_\_\_\_

9. Approximate length of intermission: \_\_\_\_\_

10. Approximate time concert ends: : \_\_\_\_\_

11. Post-concert reception:  yes  no

12. Time hall must be vacated: \_\_\_\_\_

13. Approximate seating capacity of the hall: \_\_\_\_\_

14. Seating is  unreserved  reserved by section  reserved by seat

15. Physical tickets:  yes  no

16. Your preferred policy on seating late comers:  seat at back of hall only.  seat only between pieces / sets.  
 seat only at intermission.  seat at GEMS's discretion.  Other: When program is sufficiently loud

- Please return a signed GEMS Consignment Form to us if you wish us to sell CDs or other merchandise at your event. Fees related to merchandise and ticket sales are listed on the consignment form.
- Please email us a list of artist, press, VIP, and other comps (for whom and how many) for the Will Call table. This should include a list of comps to be given out to house "papering" services like Audience Extras, Hi-5, Hudson Guild, and the like. We need at least a partial list by noon on the day prior to the event. We can get an update (new or changed names only) by 1 pm the day of an evening event.
- Please send us a seating plan for the venue if you have one. This is required if the event has reserved seating and should reach us by the time we start selling tickets.

Ticket Type	PRICE
Regular (reserved by pew)	
Rear (open seating)	
Senior/student	
Coupons	

# Terms of Service and Additional Information

Gotham Early Music Scene (GEMS) will provide requested services for the event listed on page 1 of this form for the following considerations:

*At least one* paid position must be engaged at \$30 - \$40 an hour (typically to manage the cash box and credit card swiper), two paid positions if the event has reserved seating (see below). GEMS may be able to provide volunteers to cover other requested functions at no cost to the performing group other than comp tickets. We will advise you. Please have your volunteer manager check in with the GEMS manager at the event to ensure coordination of efforts.

GEMS does not currently offer concert management services (load-in, stage set; strike and load-out, etc.), but we can provide a GEMS-affiliated concert manager for a separate fee.

For reserved-seating ushering, we would need a seating plan, a breakdown of ticket prices and locations, and at least one paid staffer to manage the process.

GEMS may sell its Early Music Sampler CD at your event. We will display brochures of other GEMS-affiliated groups, space permitting. To sell your merchandise, GEMS charges a commission of 20 percent (includes credit card fees.)

Your name: \_\_\_\_\_

Date: \_\_\_\_\_

(Signature indicates agreement to above terms)

GEMS signature \_\_\_\_\_ Paul Ross \_\_\_\_\_

Date: \_\_\_\_\_

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## NUMBER OF MUSICIANS PERFORMING:

MUSICAL GROUP:	VOLUNTEERS & SUPPORT STAFF
	Paul Ross (GEMS)

**SPECIAL SIGNAGE AND CONSIDERATIONS:**

[See separate Volunteers\_Onsite orientation\_standard.doc under \procedures\FOH\volunteers.]