



Performance Information

ACIS®/Encore Tours™ is dedicated to providing you with dynamic performance venues! We work hard to match ensembles to performance venues depending upon group size, repertoire, age, etc. Please complete this form and return it with audio samples of your work recorded within the last year (one recording copy per performance required).

ENSEMBLE INFORMATION

GROUP NAME (for publicity purposes): _____

MUSICAL/ARTISTIC DIRECTOR: _____

TOTAL NUMBER OF PERFORMERS TRAVELING WITH YOUR GROUP: _____

AGE RANGE OF PERFORMERS: _____

Please check the category that best describes your ensemble.

- | | | |
|---|---|---|
| <input type="checkbox"/> Concert Choir | <input type="checkbox"/> Show Choir | <input type="checkbox"/> Symphony Orchestra |
| <input type="checkbox"/> Chamber Choir | <input type="checkbox"/> Ballet Troupe | <input type="checkbox"/> Chamber Orchestra |
| <input type="checkbox"/> Madrigal Choir | <input type="checkbox"/> Theatre Troupe | <input type="checkbox"/> String Orchestra |
| <input type="checkbox"/> Church Choir | <input type="checkbox"/> Jazz Band | <input type="checkbox"/> Hand Bell Choir |
| <input type="checkbox"/> Gospel Choir | <input type="checkbox"/> Band | <input type="checkbox"/> Other |

VENUES

Please rate from 1 to 6 (1 being most preferred; 6 being least preferred) your preferences for the type of venue or performance opportunity you would prefer we provide.

- | | |
|---|--|
| <input type="checkbox"/> Church/Cathedral | <input type="checkbox"/> Concert Hall |
| <input type="checkbox"/> Liturgical Participation | <input type="checkbox"/> Double bill with local performers |
| <input type="checkbox"/> Outdoor | <input type="checkbox"/> School |

REHEARSAL TIME

ACIS®/Encore Tours™ reserves a minimum 1 hour rehearsal/sound check prior to evening performances. Please specify here if more time is needed by your ensemble:

PROGRAM AND REPERTOIRE (Choirs, Bands, & Orchestras- Concert Performances Only)

Even if you have not finalized it, please provide some general details about your repertoire.

Your repertoire is predominantly (check one):

Sacred Secular Mixed

Length of Program: _____

General Description: _____

List below *at least five* and up to nine pieces likely to be performed (please specify composer, arrangement and movement when applicable). You may feel free to attach a separate, more detailed repertoire list.

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____
- 7 _____
- 8 _____
- 9 _____

*****Once you have chosen your final program selections we will need a photocopy of the first page of each piece. Thank you.**

REPERTOIRE DETAILS FOR LITURGICAL PARTICIPATION

Please list the sacred, classical repertoire you are considering for mass participation. Choirs need only provide four major selections per mass (entrance, offertory, communion, recessional). As all pieces must be approved by local music directors and presiding clergy, please provide a minimum of 3 choices per category. Mass responses are not necessary.

(Please list 2-3 choices)	
ENTRANCE:	COMMUNION:
1 _____	1 _____
2 _____	2 _____
3 _____	3 _____
OFFERTORY:	RECESSIONAL:
1 _____	1 _____
2 _____	2 _____
3 _____	3 _____

Should time allow for postlude music, please prepare 2 - 3 selections of sacred repertoire for the POSTLUDE PERFORMANCE:

1. _____
2. _____
3. _____

*****Professional music ministers performing contemporary pieces, please select choices that correspond to current liturgical season and weekly readings.*****

PUBLICITY

We are eager to publicize your overseas performances as widely as possible. Therefore, we ask you to supply ACIS®/Encore Tours™ with the basic components of a publicity kit. If the following items are not readily available, please send them at your earliest convenience.

ENSEMBLE BIOGRAPHY

Please attach a brief synopsis of your group's history/composition/style of music/type of performance, and any other pertinent details (approximately 200 words)

DIRECTOR'S BIOGRAPHY

Please attach a few words about the director, as well as your accompanist (if you are bringing one).

CD OF SAMPLE MUSIC

Please include a CD recording of a recent (i.e. within the last year) performance that highlights your ensemble's musical abilities. Feel free to email mp3s if preferred. We will use this in assessing the right venues for your group.

GROUP PHOTOGRAPH

A photo would be helpful as we publish posters promoting upcoming performances. Photos sent via email are highly recommended. Please include a photo of the director(s) and accompanist(s) as well.

Please feel free to send any feel additional information which you would help ACIS®/Encore Tours™ in matching your ensemble to overseas venues (i.e. press clippings, programs, etc.).

Unless expressly mentioned in your proposal, ACIS®/Encore Tours™ has not included the cost of any instruments or other equipment. If you are bringing ANY other equipment with you (i.e. amplifier, choir robes, risers, etc.), or require us to supply any performing aids, please list below.

PIANOS

Although you'll often find an available organ when performing in cathedrals in Europe, pianos are less available. In most cases, if a piano is desired, ACIS®/Encore Tours™ will rent a piano and arrange for its tuning at each venue.

Unless the rental of a piano or keyboard is specifically listed in your proposal, ACIS®/Encore Tours™ has not included it in your pricing.

If you require a piano, e-piano or keyboard, please check box:

Piano E-piano Keyboard

If you have specific expectations for a certain type of piano, please describe here:

Many groups decide to bring a keyboard with them; please check here if you are bringing a keyboard.

Note: If you bring a keyboard with you, it is your responsibility to ensure that your instrument has a switch somewhere on it to change the voltage. It is also your responsibility to carry with you necessary adapters, to insure your instrument will work overseas. ACIS®/Encore Tours™ is not responsible for instruments damaged due to conversion problems!!!

ADDITIONAL EQUIPMENT

If you would like any additional equipment (i.e. risers, etc.), please describe here:

SHIPMENT OF INSTRUMENTS/EQUIPMENT

ACIS®/Encore Tours™ contracts with many different airlines and each airline has its own policy regarding excess baggage and the shipment of musical instruments. At the time of pricing your tour, we are unable to confirm with which airlines your group will be flying. As such, ACIS®/Encore Tours™ cannot include the cost for air shipping of instruments in the price of your tour. ACIS®/Encore Tours™ will make every effort to work with the carrier to reduce extra freight charges.

If an individual passenger's baggage exceeds the weight allowance set by the airline, the participant will be charged for the excess baggage by the airline at the time of check-in. For any other specific questions regarding the shipping of your instruments, please contact your ACIS®/Encore Tours™ Performance Tours Consultant.

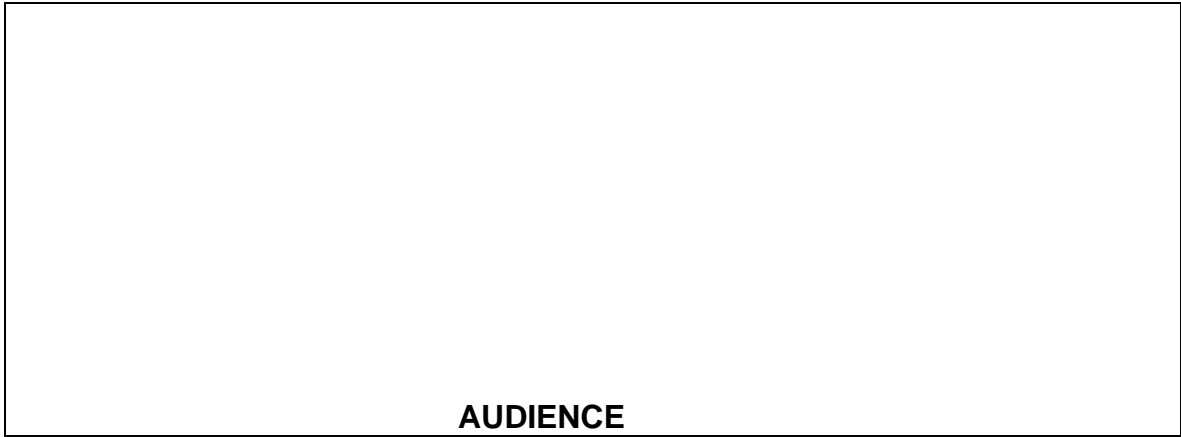
Orchestral Stage Plan

Please provide the maximum depth and width of stage space your ensemble requires. Also sketch your preferred seating in the space below.

Depth of stage in feet _____

Width of Stage in feet _____

Of chairs needed _____



AUDIENCE

ACIS®/Encore Tours™ strongly suggests all orchestras travel with collapsible music stands.

Thank you for taking the time to complete this form. By working together, we are assured successful concerts in venues that truly complement your ensemble's size, proposed repertoire, and interests.

If you have any questions pertaining to any details surrounding your tour, please contact your ACIS®/Encore Tours™ Performance Tours Consultant at: 1-877-460-3801.

I, the Group Leader, have read and fully understand the ACIS®/Encore Tours™ Performance Information Packet. All of the information is true and correct to the best of my knowledge.

Group Leader's Signature _____