**Travelbound Music Tours - Programme Information Request**

**UNTIL WE RECEIVE THIS WE CANNOT BEGIN TO ARRANGE YOUR PERFORMANCES**

This form has a number of text boxes; type directly into the box and it will **expand automatically**. Please email this completed document back to us as an attachment.

**1. Your ensembles**

Please indicate below the type(s) of ensembles you’re taking on tour, and indicate how many performers in each.

**2. Your instrument and equipment list** - Please indicate the numbers of each instrument and the amount of equipment likely to be taken. Remember to include PA, risers, boxes of music/stands and other bulky items.

*Remember:*

* We discuss your requirements with your coach company and may recommend a trailer if your instruments and equipment exceed likely available locker space. Supplementary charges will apply.
* Airlines have strict rules regarding instruments. We use this list to advise you of any potential conflict with airlines’ musical instrument policies. If you attempt to check in an instrument which you have not advised us about, you may incur substantial excess baggage charges at the airport.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **ITEM** | **QTY** | **DIMENSIONS (in cm)** | | | **CASE**  **(hard or soft)** | **WEIGHT IN KG** |
|  |  | length | width | depth |  |  |
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**3. Your repertoire**

We know that tour repertoire may not be finally decided yet. However, it’s important that we have an idea of a few sample items of repertoire when approaching venues on your behalf. Churches require clear examples of potential repertoire, and if you are intending to participate in Mass, they will often have very specific requirements.

**Please indicate 4/5 examples of repertoire:**

**4. Venues in which you normally play**

Please list the types of venues/concerts you are used to and would consider on tour.

If you have any specific requests for your venue(s), please detail below and we will apply on your behalf. Please note that requests cannot be guaranteed.

Specific venue requests/requirements:

**5. Other venue requirements**

|  |  |  |  |
| --- | --- | --- | --- |
| Organ required? | **YES NO** | Piano required? | **YES NO** |

Not all venues suitable for your group are equipped with pianos. If a piano is essential to your programme you may have to bring or hire a Clavinova-style instrument.

|  |  |  |  |
| --- | --- | --- | --- |
| Power | **YES NO** | No. of Chairs |  |

***If you require power you will need to bring a multi-socket adaptor with enough three-pin sockets for each instrument, plus a continental adaptor to connect to the power supply and an extension cable.***

**6. REHEARSAL TIME -** Minimum required on day of concert (**please specify**; note that most venues allow access 60 minutes prior to performance):

**7. CONCERT DURATION** – (in minutes):

**8. PUBLICITY/PRESS RELEASE**

We need accurate information to publicise your concerts and maximise your potential audiences. We ask for some brief details so that we can produce our posters, handbills and press releases. You do not have to send this information now, but it is essentialthat we receive it **no later than 12 weeks prior to departure** in order that our design and despatch teams can fully publicise your tour. Remember boxes expand automatically – just keep typing.

**8a – Your group**

*Please give a brief biographical description of your group and its history (approx. 200 words):*

**8b – Please send us a recent recording of your group on CD, memory stick, mp3 attachment, or weblink.**

Many venues get multiple requests for concerts, and groups backing up their requests with CDs are much more likely to obtain good concerts.

**8c – Please send us a selection of recent photos either as separate email attachments (jpegs, please) or on a CD. Large attachments may be blocked by our spam filter.**

**Names as they appear on publicity:**

**Group Name:** (to appear on all publicity):

**Musical director:**

**Accompanist/ Organist:**

**Other Information:**

*If you would like to make us aware of any further information, please type this here:*

**Thank you for filling in this form and returning it promptly to your Music Consultant.**