



Nottingham Concert Band

Concert Organisers' Pack

Nottingham Concert Band (NCB) is a wind band composed of brass, woodwind, and percussion players. The band is currently 70 players strong, but not all will be playing at any given event.

The contents of this pack are intended to assist concert and event organisers in planning to accommodate Nottingham Concert Band. If organisers can follow these guidelines this will enable the smooth running of all events and hopefully prevent any anxious last-minute calls.

Band bookings fall into two basic types: indoor concerts and outdoor events/concerts. Each type of event has quite different requirements and will be dealt with separately. There are also some requirements that are common to both types of event; these are also listed.

INDOOR CONCERTS

The first and important point is to ensure that the venue to be used for the concert is large enough, not only to accommodate the band but also to ensure that the audience can listen to the band comfortably without being overpowered by the music. Members of the NCB Admin Team would be happy to visit a potential venue to assess its suitability for staging a band concert.

Attention to matters presented in the following points will ensure that your concert will run smoothly.

- The performance area for the band will need to be big enough to accommodate up to 55 seated musicians plus their music stands and instruments, together with a large number of percussion instruments. If you have not booked an ensemble of this size previously it can be difficult to visualise how the space in the proposed venue can accommodate the band and an audience, so members of the NCB Admin Team would wish to visit the proposed venue to assess the space options.
- The band will need up to 55 chairs, some of which must be without arms as some instruments cannot be played in chairs with arms.
- The performance area should be sufficiently well lit to enable musicians to read their music comfortably.
- Band members will need a room/s (the 'green room') in which they can prepare prior to the start of the concert. This should be separated from the audience and be able to accommodate all of those playing, together with sufficient space for storage of instrument cases and personal belongings. Ideally it should be possible to lock the room.
- Please ensure that there is appropriate parking and unloading space close to the venue to allow ready unloading and packing away of the percussion instruments and other equipment (conductor's podium, etc.) required for the concert.



Nottingham Concert Band

- Our stage crew will require prior access to the stage for set-up, which will then be followed by some 'warm-up' time for the whole band; typically, we would like access 3 or so hours before the concert starts.
- The concert will typically consist of two halves, each of approximately 45 minutes, with an interval of about 20 minutes. We take great care to choose a programme that will present a varied selection of music to suit all tastes.
- If you have any specific musical requests or theme for the concert, we encourage you to raise these early in the discussions, to allow us to prepare the most appropriate music.
- NCB is happy to prepare posters/flyers, a preview for pre-publicity, and tickets for sale by the organiser and by ourselves; we can also prepare printed programmes to be handed out on the day, should the organiser so wish. NCB also has access to Bookwhen, an online ticket purchase facility. Functions include QR code generation and payment via PayPal.
- If a raffle is to be held, please try to ensure that it is drawn before the beginning of the second half (reducing the interval to 15 minutes). This will avoid the band having to sit on stage whilst prizes are awarded, thus delaying the start of the second half of the concert.
- NCB expects the organiser(s) to be responsible for ticket sales and publicity at the venue, for setting out audience seating, and to provide front-of-house and interval refreshment facilities on the day.

OUTDOOR EVENTS/CONCERTS

The first and most important question that you need to ask is 'does your event need a band'? This may seem like a foolish question but one which, from experience, should always be asked. A band is a great asset to any outdoor event, but only if it can be accommodated and used appropriately. Over the years the band has played at and enhanced many outdoor events but has also played at some inappropriate ones too. Organisers must be clear in their mind as to what they want and then stick to it. Following the points below will ensure that you can use our band to make your event a great success.

- The performance area for the band will need to be big enough to accommodate up to 35 to 40 seated musicians plus their music stands and instruments, together with a large number of percussion instruments.
- The band will need up to 40 chairs, preferably some of which must be without arms as some instruments cannot be played in chairs with arms.
- The ground on which the band is to perform should not be excessively sloped or be soft ground into which chair legs will sink.
- The area provided for the band to perform must be accessible to the public and should provide sufficient space for people to sit down and listen.



Nottingham Concert Band

- The band must not be placed next to any other stalls or activities that generate noise, musical or otherwise. Examples include local radio roadshows, disco/performance stalls or tents, generators, fairground-type rides, etc. The band cannot compete with this type of attraction.
- Percussion equipment and the larger instruments are heavy to carry any distance. We also have some players with reduced mobility, so a dropping-off/loading-up location close to the playing area is appreciated.
- The band will normally play two sets of 45 minutes. Plan where these sets will occur in your programme so that we do not interfere with arena events or other groups' performances.
- We must know when these sets will be before the day of the event.
- We are happy to have a break of up to an hour between our sets but should not be asked to wait around for longer than this.
- If arrangements for performance times are markedly different to those above, they must be arranged at the time of booking.
- Do you have a wet-weather contingency plan? It is not possible for the band to perform in wet or excessively windy weather unless suitable cover is provided.
- If providing shelter such as a marquee, a 7 x 7 metre marquee holds 40 players and percussion comfortably. A 6 x 6 metre marquee can accommodate a band of 35 players.
- Access to a power supply and microphone/tannoy system will allow our conductor to talk to the audience and introduce the pieces.

ALL CONCERTS/EVENTS

- Nottingham Concert Band will publicise all events on its website, through its membership and Friends, and through its social media channels.
- Please note that any publicity you may wish to put out should refer to the band by the name of NOTTINGHAM CONCERT BAND.
- Nottingham Concert Band is unlikely to accept an invitation to perform at an event where the total playing time is less than 45 minutes.
- Light refreshments are always welcome, particularly during the interval between sets as playing is thirsty work!
- An appropriate fee will be quoted to you once we know in outline what the engagement entails. Whilst the actual fee quoted to you will depend upon several factors, in general it will be in the range of £200 to £300.



Nottingham Concert Band

- We do hope these guidelines are helpful. If you are unsure about anything, please do not hesitate to contact our Admin Team by email to music@nottinghamconcertband.org

We do hope these guidelines are helpful. If you are unsure about anything, please do not hesitate to contact our Admin Team by email to music@nottinghamconcertband.org