

Normal Procedure For Provision Of Concerts By The Solway Sinfonia To Charities

1. The orchestra will:
 - provide the concert
 - be responsible for catering arrangements for players between the final rehearsal and the concert
 - provide the programmes at cost.
2. The charity will be responsible for:
 - booking and paying for the concert venue (which will be needed from 1.00 pm on the day of the concert for the final rehearsal)
 - printing and distribution of posters and tickets
 - selling tickets and
 - advertising.
3. The orchestra may charge reasonable expenses for:
 - the hire of its normal rehearsal hall (before the day of the concert)
 - the hire of any music which is necessary
 - petrol money for those players who require it.

Any expenses will be kept as low as possible commensurate with the orchestra not making a loss.

4. The charity will receive any takings in excess of the expenses set out above.
5. The orchestra will provide help to the charity's organisers in the wording of posters and programmes. Where the charity has a logo the orchestra will include it in the programme, together with the orchestra's logo.
6. A committee member of the orchestra will help with publicity and, if appropriate, will act as a liaison between the charity and orchestra. A representative of the charity will be very welcome to attend an orchestra committee meeting to discuss arrangements.
7. The charity may wish to consider maximising income at the event by, for example, asking interested parties to sponsor things such as individual seats/players in the orchestra, individual pieces of music to be played and so forth. This can be discussed with the orchestra committee if necessary.