

# Essex Police Choir

Singing for Charities across Essex

President: Stephen Kavanagh, Chief Constable  
Chairman: Mark Lawrence  
Musical Director: Norman Eastbrook MBE



## Your Concert Request

- Each year in July we agree on concert dates for the following year.
- We usually receive more requests for concerts than we can accommodate and so we base choices on the location of the venue within the County (we like to spread ourselves around!), whether we have performed recently in the area or for a particular beneficiary and, if it is set, the date that an organiser wants.
- If a request cannot be fulfilled, we always suggest that the organisers re-apply the following year and we usually make them a priority.
- However, we don't want to agree a concert and then find that problems occur and we cannot perform.
- We are therefore sending you this information so that you can ensure that you know what is expected of your organisation, before we agree to perform.
- If you find that there is something that you may not be able to provide, please let us know as we can discuss it first before disappointing you.

## Choir Requirements

### Piano

- The Choir requires the use of a well-tuned, full sized piano - sorry but we cannot accept an electronic keyboard.
- We may ask for more details of the piano and we may wish to look at it prior to the concert so we need to have access to do this.
- If you do not have a piano, rather than you having to hire one, we may be able to arrange to bring along our own digital one but this is a last resort.
- The piano should be situated as near as possible to the performance area.

### Performing Rights Society

- The venue must be covered for a concert performance under a licence granted by the Performing Rights Society.
- If you do not have an existing one, there are various forms of licence available and you should speak to PRS direct on 0800 068 4828.
- The Choir will not be responsible for any payments to PRS.

### Staging & Parking

- Someone from the Choir will visit the venue to check out the logistics but, where physically possible, we like to use seats on our own staging.
- The use of the staging depends upon the venue itself but, in any event, we will need up to 50 chairs for the Choir and they need to be available at the venue, for the working party to put out.
- The working party will erect the staging and so they need to have access to the venue two to three hours before the start time of the concert.
- The staging comes in a large van and so we need to have parking facilities for it, as close to the venue as possible and with ease of access for the trolleys that store the staging. Rough ground is a problem due to the weight of the trolleys.
- At the end of the concert it takes about half an hour to remove the chairs (which will be left nearby), staging and load the van so please allow this extra time for us to have access to the venue.

- Depending on the whereabouts of the venue, the Choir often travel by coach but many Choir members prefer to drive themselves. We therefore need some parking nearby, especially for the coach (although this can be some way away after dropping its passengers).

### **The Performance**

- We usually ask Choir members to arrive at least one hour before the start time in order to have a brief rehearsal with the piano.
- The Choir needs to have a room in which they can leave their coats, bags etc and it should be lockable if possible.
- The rehearsal usually finishes at around 6.45pm and it would be appreciated if there was a cup of tea, coffee or a cold drink available then for the Choir members.
- The programme for our concerts comprises two halves lasting around 45 - 50 minutes each, starting at 7.30 p.m. and it usually concludes around 9.45pm - 10.00 p.m.
- We often have a guest performer (either a soloist or another choir) who perform a slot within each half but this will depend upon availability and we will not know about this until nearer the time.
- A member of the Choir will compère the evening from his or her seat on the staging. However, it is usual for a representative of the organisers to welcome the Choir and audience and say a few words about the reason for the fund-raising. At the end of the performance, there will be another opportunity for the representative to say thank-you etc.
- You will need to have a PA system with a microphone for the compère and your representative will need a separate one as it will not be practicable to keep handing it back and forth. If you do not have a PA system please speak to us as we may be able to provide one.
- The performance is usually structured with a song, introductions, 3 songs, guest slot, 3 songs, refreshments. The second half is a virtual repeat of this except that it is good-byes at the end, before the final song.
- There should be an interval during which we would expect the Choir and any guest performers be provided with basic refreshments such as tea, coffee or a cold drink and a cake or biscuit.
- Organisers often provide refreshments for the audience (see later) in which case the Choir would be happy to join in with these, rather than having a separate serving.
- The length of the interval is flexible and will be dependent upon the number of attendees and the set-up for serving them.

### **Publicity**

- For organisational and logistical reasons (including the fact that we have to book the van, often a coach, soloists etc) we cannot perform to less than a guaranteed audience of 50 people. This will be reviewed at around a month and then two weeks, prior to the concert and if the figure appears that it will not be reached, we reserve the right to cancel or postpone the event without being liable for any costs.
- At the concert we will display a few 'pop-up' banners and need a small area with a table so that we can display boards about the Choir and also sell our CD's.
- We expect the organisers to be responsible for marketing the event and our Publicity Officer will let you have our Publicity Guide nearer the time.
- We will add details of your concert to our website at [www.essexpolicechoir.co.uk](http://www.essexpolicechoir.co.uk), and in our own Newsletter and we usually place details on the various event websites for the County.
- We will therefore need, as soon as possible after we confirm the concert details but at least a couple of months prior to the date of the concert, the following information:-
  - Price of tickets, including details of concessions
  - Whether this includes refreshments
  - Contact name and telephone number for purchase of tickets
  - Whether tickets are available at the door
  - Precise location of concert venue
  - Beneficiary, or purpose, of fundraising

**Tickets**

- At what level you price the tickets is your organisation's decision.
- However, we would suggest that the price should not be less than £7 as we feel a lower price not only undervalues the services of the Choir but deprives your organisation of the opportunity to raise significant funds.
- In our experience, it is usual to include some refreshments within the ticket price. These can be basic teas, coffees, soft drinks and biscuits up to home-made savouries, cakes, wine etc. It is up to you as to what you provide as you will know what budget you have available.

**Choir Costs**

- No charge is made by the Choir for the concert but we are always happy to receive donations which will assist with the future commitments of the Choir.
- As we like to keep a track of the amounts we raise, we would also be pleased to hear how much money our concert has brought in for your organisation.

If you have any queries, please contact:-

Angela Dennis  
Correspondence Secretary  
324 Mersea Road  
Colchester  
Essex CO2 8QY  
01206 504246  
ang.46@hotmail.co.uk