

Lace City Chorus Sing Out policy and procedure

Background and purpose

Among our charitable aims is to advance, improve, develop, and maintain public education in, and appreciation of, the art and science of barbershop music in all its aspects by any means the trustees see fit, including through the presentation of public concerts and recitals.

This policy is intended to provide guidelines for managing bookings for the whole, or part, of Lace City Chorus for public performances. It includes roles and responsibilities and the current pricing structure (Annex A).

Roles and responsibilities

Management Team: provide oversight of chorus bookings, ensuring that the policy is applied consistently and fairly. The team is also responsible for reviewing the pricing structure and agreeing any variations to fees – including any ‘pro bono’ performances. The team appoints the ‘Sing-out coordinator’ and signs-off the acceptance of any bookings before they are confirmed.

Director/Music Team: is consulted before any performance is accepted. They are responsible for ensuring that the Director, or an Assistant Director is available to direct the performance. The Director is ultimately responsible for the quality of the performance, including ensuring that a balanced chorus is available, and that the repertoire is appropriate and rehearsed to a good standard.

Sing-out Co-ordinator (SoC): Is the main point of contact for any sing-out requests. They will liaise with enquirers to answer questions, convey requirements, and confirm booking fees. The SoC notifies the chorus of confirmed sing-outs and ensures that the event is entered on Groupanizer for members to sign up to sing. They will monitor numbers and liaise with the Director to ensure that the sing-out remains viable. Post-performance, the Sing-out Coordinator is responsible for thanking the booker, obtaining feedback and forwarding the invoice for payment.

Finance Co-ordinator: Is responsible for raising invoices for performances in accordance with agreed fees and actively monitoring payment.

Performance types

Charitable/community events: These are typically events organised by local charities or community groups for the purpose of fundraising and/or bring together their members in a social setting. Examples include, Women’s Institute dinners, garden parties and performances in care homes. Typically, these events would normally require a representation from the chorus and can be quite informal in nature. Choral risers are not needed.

Private/corporate events: Corporate events are any events that are sponsored and put on by a company. These can include promotions, conferences, galas and charity fundraisers. Events such as these would typically want a 'professional' performance from the chorus – requiring full costumes and possibly risers.

Celebrations: This includes weddings, anniversaries, and birthday parties where a small group is requested to sing a couple of songs as part of the entertainment at the event.

Booking process

1. Once an enquiry is received, the SoC will complete the booking form (Annex B) liaising with the enquirer to ensure full information has been received. The SoC will advise the enquirer of the relevant fee and any additional costs (for example, for transportation of choral risers).
2. The SoC will make the Management Team and Director aware of the enquiry to gain an 'agreement in principle' for acceptance of the Sing-out.
3. The SoC will issue the enquirer with a completed copy of the booking form for agreement.
4. The SoC will ensure that the event is entered on Groupanizer and prompt members to record their availability via a notice in the weekly bulletin.
5. Nearer the time of the event, the SoC will check-in with the event organiser to confirm any final details and liaise with the Director to provide performance details to members – including timings, repertoire details and costume requirements.
6. On the day of the event – the SoC will be the main point of contact with the event organiser. They will make sure that everything is in place for the performance.
7. After the event (within 1 week) – the SoC will send an acknowledgement to the event organiser, asking for feedback and forwarding the invoice for payment (as issued by the Finance Coordinator).

ANNEX A: PRICING STRUCTURE

	Small group 4-25 (based on 20 singers)	Midsized group 25-50 (based on 40 singers)	Full chorus 50-70 (based on 60 singers)
Basic rate	£300	£600	£900
Community 2 x 20 min or 1 x 30 min set	Discount 50% £150	Discount 50% £300	Discount 50% £450
Corporate 1 x 30 min set	£300	£600	£900
Celebrations 1 x 15 min set	£200	£400	

+/- £100 *Negotiable range*