



RIVER CITY BRASS HOTEL ACCOMMODATIONS – RIDER (1)

When **PRESENTER** provides the accommodations, the following requirements must be met:

- 1) **Written confirmation of accommodations agreed to by RCB**, including addresses, telephone and fax numbers must be delivered to **RCB no later than three weeks before the RCB's departure on the tour of which the PRESENTER's engagement is a part.**
- 2) Double and single rooms as designated by **RCB** shall be provided. Usually 18 rooms (4 singles, 14 doubles/2 beds) are requested but final determination is made by **RCB**. All rooms shall be non-smoking rooms.
- 3) No more than two **RCB** members shall be required to share a room unless otherwise specified by Artist.
- 4) All rooms shall have telephones and private bathrooms with bathtubs and showers. All units must be secured by individual keys. All rooms shall be non-smoking. Any additional living expenses shall be provided by the **RCB**.
- 5) The hotel shall have incoming/outgoing fax capabilities, 24 hour front desk service and late-night room service. Health facilities, in-house restaurant, airport transportation, and late check-out would be welcomed.

Rooming list and related information is available from:

River City Brass

Tel. 412-434-7222 Fax 412-235-9015

One Mellon Center
500 Grant Street, Suite 2720
Pittsburgh, PA 15219



RIVER CITY BRASS PUBLICITY AND PROMOTION – RIDER (2)

PLEASE NOTE: The **RCB's** image is part of its working capital. The object of these guidelines is to find an acceptable middle ground between the desire to obtain quality publicity for the engagement and necessity of protecting the **RCB** from erroneous and/or unflattering representation.

I. Publicity and Promotion Campaign

- A. The **PRESENTER** will formulate a publicity campaign.
- B. The **PRESENTER** shall at its own expense provide and make effective use of posters, signs, hanging cards, leaflets, billboards, houseboards, and other publicity materials. The Presenter agrees to use the **RCB's** camera-ready logo that will be provided on all created publicity or promotional materials.
- C. The **PRESENTER** shall provide all necessary promotional personnel required for bill posting, mailing and distribution of circulars, display newspaper advertising in the area, and any attendance for the proper fulfillment of the engagement.
- D. **PROGRAMS.** The **PRESENTER** agrees to have printed at its own expense, and available for distribution at the time of performances or other activities during the engagement, a sufficient number of house programs conforming to the materials furnished by **RCB**.
- E. **BILLING.** Each performance and other activity shall be billed under the name of: River City Brass. Billing of individual members of River City Brass shall be as **RCB** directs.
- F. The Artist will make themselves available within reason and by prior mutual agreement for publicity purposes with the print and electronic media.
- G. All publicity materials -- including ads, press releases, brochures, newsletters and the like -- must be approved by the **RCB** before release or use.



II. Press Coverage

The guidelines in sections III and IV of this rider sound very restrictive, but, in practice, they are not. The key to making them work is communication. The **RCB** will consider any reasonable request, even on the same day as the coverage desired. What the **RCB** can't respond to is a photographer or camera crew who shows up unannounced. Even if press tells you they will try to make it, let us know there's a possibility they will come.

From many years of experience, the procedures that work best are:

- A. **For residency activities:** the **RCB** does not allow shooting during the activity. It's too disruptive and can prevent the audience/participants from receiving the full benefit of the activity. These will not be stilted, "set-up" shots but a real run-through of a couple of minutes worth of the activity. The photographer gets much better footage this way because he/she can position him/herself without disturbing anyone. The best approach is to tell the photographer to come near the end of the scheduled activity. He or she can get some establishing shots from the rear of the auditorium or similar position, then do close-up shots during the period immediately following the activity.
- B. **For the RCB "performing":** the **RCB**, with advance notice, can usually make a period of time (about 15 minutes) available at the end of their concert for photographers to come and shoot. They can shoot from the lip of the stage, rather than the rear of the theatre, and we can bump up the stage lighting to help them, which we cannot do during a performance.

To set up this time, however, **PRESENTER** must contact Cindy Geib in advance. We must know who is shooting and for what purpose. We have learned from unfortunate experience that freelance and student videographers/photographers cannot always be trusted. It must be made clear to them before they shoot that they cannot use any images of the **RCB** they make without express written permission of **RCB** and that **RCB** may deny that permission for any reason whatsoever.



III. Film/Videotape

- A. No filming/videotaping whatsoever may occur without the express written consent of the **RCB**.
- B. No more than two minutes of any one piece may be filmed/videotaped, although the filming/video taping of several two-minute segments may be permitted.
- C. The director and/or crew must work closely with the **RCB** or its designee(s) regarding camera angles and any and all artistic elements of the shoot.
- D. Brief on-camera interviews with James Gourlay and/or (a) member(s) of the **RCB** may be arranged.
- E. The **RCB** does not give permission for footage to be used in any manner whatsoever, until authorized in writing by **RCB** or its designee(s). It is recommended that the **PRESENTER** advise the **RCB** of the requested usage of such footage at the earliest possible date.
- F. It is the sole responsibility of the organization filming/videotaping to clear any and all rights whatsoever. The **RCB** does not accept liability or the payment of any fees or expenses associated with securing these rights.
- G. The **RCB** must be provided with a completed, edited version of the footage. (TV news coverage exempted)

IV. Photographs

- A. No photographs whatsoever may be taken during rehearsals, residency activities or performances without the express written consent of the **BAND**.
- B. Photographers must work closely with **RCB** or its designee(s) regarding camera angles and any and all artistic elements of the shoot.
- C. The **RCB** does not give permission for photographs to be used in any manner whatsoever, until authorized in writing by the **RCB** or its designee(s). It is recommended that the **PRESENTER** advise the **RCB** of the requested usage of such photographs at the earliest possible date.
- D. The **RCB** must be provided with prints of any photographs taken. (News coverage excepted.)



V. Interviews, features, reviews -- print and electronic

- A. Interviews with James Gourlay and/or (a) member(s) of the **RCB** may be arranged.
- B. The **RCB** must be provided with original copies of print coverage, including flag (i.e. "The Washington Post," "The New York Times," etc.).
- C. The **RCB** must be provided with an audiotape or a transcript of radio coverage.
- D. The **RCB** must be provided with a videotape of TV interviews, features or reviews.

Read and Accepted by
Marketing/Public Relations Director
or Authorized Signatory

Signature_____

Date_____

Title_____

River City Brass contact person:

Concert Manager, Cindy Geib
Tel. (412) 434-7222, ext: 102



**RIVER CITY BRASS
STAGE AND TECHNICAL REQUIREMENTS – RIDER (3)**

PERFORMANCE INFORMATION

Day/Date «PerfDate» Time: «TIME»
Hall/Location «HALL»
Address: «StageAddress» «StageAddress»
Presented by: «ContractOrganization»

The following items are REQUIRED for performance by the River City Brass. If there is any item you cannot provide, we must be informed immediately.

OK:

- _____ 1. A stage or stage area with minimum dimensions of 35 feet wide by 35 feet deep.
- _____ 2. Thirty-five (35) chairs without arms. If plastic chairs are used, they should be straight bottomed, not curved.
- _____ 3. Thirty-five (35) music stands, preferably the heavy black metal type.
- _____ 4. Standard lighting is required and must be in excellent working order, capable of brightly illuminating the entire playing area including the front part of the stage. Spot lighting should be kept to a minimum if used at all. RCB will require no special lighting effects, but rather an overall white wash of the stage.
- _____ 5. A sound system with excellent quality with one solo microphone either a 431 or 585 on a stand placed stage left of the conductor's podium. The microphone must have a wind screen and an on/off switch. Depending on programming, RCB might use additional microphones and require a monitor

NOTE: (Outdoor Concerts) The stage, sound system, audience space, rain protection etc. requirements are often different from those needed for indoor performances. Please indicate on next page the person RCB should contact to discuss these matters. For outdoor concerts please, refer to the enclosed stage plot for microphone placement.



- _____ 6. Separate dressing rooms for men / women, and a separate dressing room for the conductor, with nearby bathroom facilities and drinking water. Please note that the dressing rooms need to be large enough to accommodate clothing, coats, and instrument cases.
- _____ 7. If a sound shell is available, it would be helpful, especially if there is considerable loft space above the stage.
- _____ 8. Amenities: Deli tray/ vegetable tray and/or cheese tray, bottled water, and soda or fruit juice and coffee appropriate for 30 people. **(NOTE: Conductor is a Vegetarian please provide him salad, pasta, cheese)**. These amenities should be available 60 minutes prior to, through the conclusion of the performance(s) and will be at no cost to the RCB.
- _____ 9. Stage Crew: A minimum of 3 stagehands to assist in the load in and load out of percussion equipment will be available for up to two hours prior to performance time and through one hour after the performance ends.
- _____ 10. Five or Six tables backstage for instrument cases
- _____ 11. One table in the lobby for sale of RCB recordings.

TRAVEL AND PARKING DIRECTIONS

Please attach directions from the arrival point in your city to the performance site indicating, the stage entrance and the load-in area of your facility. If you indicate landmarks, please be sure they are visible after dark. Please be as detailed as possible and assume that we are completely unfamiliar with your city. (A map would be appreciated.)

Obviously, we would like to be able to park our vehicles as close to the performance site as possible. However, it is imperative that our equipment truck be given direct access to the stage. Please call the RCB office if special arrangements are needed. (412-434-7222)



CONTACT PERSONS

Please list all applicable names and phone numbers for the person(s) RCB should contact to handle the various aspects of the performance. If such a list/directory exists elsewhere, simply attach a copy.

	Name	Phone / Email address
1. Presenter	_____	_____
2. Stage	_____	_____
3. Auditorium	_____	_____
4. Marketing	_____	_____
5. Other	_____	_____

Please feel free to contact, Tour Manager, if you have any concerns regarding these requirements. RCB will cooperate as much as possible in making necessary adjustments. (412-434-7222)

Please send the completed form and attachments as soon as possible to:

RIVER CITY BRASS
500 Grant Street, Suite 2720
Pittsburgh, PA 15219



RIVER CITY BRASS RESIDENCY / EDUCATIONAL ACTIVITY GUIDELINES – RIDER (4)

The **RCB** offers master classes, pre-concert lectures, side-by-side performances and other outreach services in addition to performances. These general guidelines regarding these activities are to be considered a part of our contract. The intent of these guidelines is two-fold: to ensure conditions that allow the **RCB** to perform these activities at an optimum level and to maximize the benefit of the outreach. If you have any questions or concerns whatsoever regarding these guidelines, please contact:

River City Brass
One Mellon Center
500 Grant Street/Suite 2720
Pittsburgh, PA 15219
TEL (412) 434-7222 / FAX (412) 235-9015

GENERAL GUIDELINES

1. No more than two residency activities may be scheduled on any one day.
2. No activity may be scheduled before 9am or after 4pm.
3. The **RCB** can offer:
 - Brass Quintet
 - or-
 - Percussion Ensemble
 - or-
 - RCB Clinicians
 - or-
 - Master Classes
 - or-
 - Side by Side
4. If residency activities are scheduled at facilities other than your own, please provide the **RCB** office with the names and phone numbers of those in charge of residency activities at those facilities at least a month in advance of the engagement.
5. Please provide the **RCB** office well in advance with the ages of viewers and/or participants and, in the case of a master class, their level of ability (beginner, intermediate, advanced).
6. Supervision by a representative of your facility is required at all times