

## **17-18 CONCERT SCHEDULING IMPORTANT DATES**

\* **June 1, Thursday** – Dues deadline (postmarked). Concert venue sign-ups are available only to members who have paid their dues by the deadline.

\* **June 10, Saturday 8:00 am** - Requests will be accepted via email beginning at 8:00 am. (First Round). You will receive a response to your venue request within the week following.

\* **June 17, Saturday** - List of remaining dates/venues released. You will have 7 days to confer with your collaborative musicians to select a second date.

\* **June 24, Saturday, 8:00 am** – Second concert (25 minute of music) is available to all members in good standing. Those who have no dates scheduled yet receive priority over those signing up for a second time. You will receive a response to your venue request within the week following.

\* **June 29, Thursday** – List of remaining dates/venues released. These will be available for immediate request.

## **HOW TO SIGN UP**

Requests will be awarded on a first come, first served based on the time they arrive in the concerts email inbox. If your dues payment is submitted late (after June 1), your request will be processed after those of members who paid on time.

We allow one 25-minute concert request per person, per round. If you are part of a group requesting a venue, only one of you needs to make the request. However, if you need the full hour, two performing members must sponsor that request.

## **SUBMITTING YOUR REQUEST:**

1) **Create a new email addressed to [lmc.program.info@gmail.com](mailto:lmc.program.info@gmail.com).**

2) In the subject line, write “1st Venue Request” along with your last name or names. Examples:

“1<sup>st</sup> venue request, Thomas” = ½ hour (*maximum 25 minutes of music*) for one or more people

“1<sup>st</sup> venue request, Thomas and Hochman” = Full hour (*50-55 minutes of music*) for two or more

3) **In the body of the email, rank your top three preferences of venue and dates in the manner below:**

First Choice Venue: \_\_\_\_\_ Date: \_\_\_\_\_

Second Choice Venue: \_\_\_\_\_ Date: \_\_\_\_\_

Third Choice Venue: \_\_\_\_\_ Date: \_\_\_\_\_

- If you plan to program a shared hour-long recital, please make note of it in your request and list the names of all involved, including the member requesting the second half.
- Provide as much information as possible about your proposed program. You don't need to know everything and it's natural that things may change, but a general description is helpful to put on the website.

4) Do not press “Send” until your computer's clock reads 8:00 AM.

**Keep in mind the following things that can jeopardize the priority of your request or delay your receipt of a concert date**

- Late payment of dues
- Sending your request in early or to the wrong email address

- Hitting “reply” to an email from the concerts chair instead of creating a new email when placing your request.
- Not putting “**1<sup>st</sup> Request, Your name**” in the subject line
- Failing to list second and/or third choice of concerts should your first choice not be available.