

Casual Concerts FAQ

Congratulations! You have been chosen to be a Casual Concerts featured artist! This UUCB concert series aims to share the universal ministry of music with the broader Buffalo community. As we do in our services, these concerts showcase a diverse range of musical styles and formats so that there is something for everyone.

Below is a list of what you can expect from us as a featured artist. Please note that this is not a legally binding document, but an attempt at clarifying issues that have arisen in the past in order to help ensure that your Casual Concert goes as smoothly as possible.

- **An opportunity to play at UUCB on the third Saturday of your chosen month at 2pm for around an hour.** Except for in the event of unforeseen conflicts with other events at the church, this day and time cannot be altered. If you wish to schedule an event at the church for another day and/ or time *instead of* being a part of the Casual Concerts series, you must contact UUCB's Office Manager at office@buffalouu.org for further details about the space booking process.
- **Use of the church's sanctuary or church lawn for your performance.** Your chosen performance space can also be made available for a dress rehearsal, if desired. However, the potential for a dress rehearsal depends on the availability of the Music Director and must be organized around her schedule.
- **50% of a free-will donation collected during your performance.** Donations will be deposited into the church bank account immediately after the event and a check for half of the donations will be sent to you the week after the event. To this end, your act's point-person must submit their address to the Music Director in order to be paid.
- **Organizational support for the event from UUCB's Music Director.** If you have just been given this document, it is likely that you have already had an initial conversation with me (the Music Director) in which the main details of your event have been sorted out. You can refer to this FAQ document if further questions arise, and I am also able to field follow-up questions via email at jdowns@buffalouu.org ONLY. Please do not reach out via phone (unless there is already a precedent for doing so) or social media. Note that if an excess of follow up emails are sent, they may not be answered. I am only a part-time staff member at the church with many other responsibilities, so efforts to keep communication clear and concise are much appreciated!
- **Support the day of your event from two church volunteers.** Note that the Director may or may not be available to support the event directly. If this is the case, your contacts for day-of questions will be the assigned volunteers, designated as follows:
 - o A volunteer who will set up and run a donations table as well as introduce the series and your act.
 - o A volunteer who will provide technical assistance in the form of helping to setup microphones and running the house PA system and live stream (if the event is indoors) or providing you with the church's portable gear for outside use (if the event is outdoors).
- **Use of our sanctuary's sound system and streaming station, run by the above-mentioned volunteer.** The church has several microphones, a monitor, and a house PA system that you are welcome to use for your event, or you can also bring your own gear. Please be in touch with your tech volunteer at least a week ahead of your show to let them know what gear you need to borrow and/ or will be bringing. Please note that our streaming capabilities are limited to one fixed camera and one set of limited mobility microphones. You can see and hear the quality of our streams on our

YouTube page under the Casual Concerts playlist. Upon request, a copy of the streamed video can be sent to you for editing in post-production, but we will not be able to assist in editing the video. Likewise, you may also set up additional microphones and cameras, but they will not be run by our volunteers. If you choose to perform outside and still wish to stream the event, it is up to you to record or organize a recording, unless your tech volunteer or the Director can do so upon request. UUCB will gladly post artist-made recordings on our YouTube page after the fact.

- **Use of our sanctuary's piano, harpsichord, and/ or organ, upon request, and only with approval of usage by the Music Director.** Note that our church's budget only covers tuning of each of these instruments twice a year. If you feel any of them need to be tuned closer to your performance, you must make this request at least a month in advance and be prepared to cover the costs yourself. Note also that the feasibility of having an instrument tuned depends upon the availability of our church's tuners.
- **Limited publicity for the event, also managed by our volunteers.** We have volunteers who (a) make online event listings (b) make a FB event page, update our church's website, and organize for in-service and e-blast announcements (c) design posters (d) distribute posters and (e) send press releases to local media outlets. After you give us a brief description of the event and any photos/ images you would like us to use, the rest of the publicity process is in the hands of our volunteers. If you would like to help distribute posters, you may arrange to pick them up with the church office (again at office@buffalouu.org). If you would rather have full control over your event's publicity, feel free to create and distribute your own materials and announcements. In this case, your decision must be clearly communicated so that our volunteers know they are not to publicize your event.
- **To be treated with respect and dignity as a valued member of our larger community.** UUCB truly believes in the power of music, and if you have been chosen to perform in our space, you can be sure that we are thrilled to have you with us and are excited to promote your work. Likewise, we expect you to treat our staff, volunteers, and the building/ yard with respect and dignity. Any communications that are deemed hostile by Casual Concert support personnel or that overstep the limitations of our staff, volunteers, and space as laid out in this document will make your event subject to cancellation.

Thank you for understanding what we can and cannot provide, and again, thank you for sharing your beautiful ministry of music with us and Buffalo more generally. We look forward to hearing you soon!

Dr. Jessie Downs

Music Director

The UU Church of Buffalo