

Symphony Orchestra Guild of Decatur
“SYMPHONY IN THE COMMUNITY” APPLICATION

Circle the description that best fits you:

Church School Community organization Individual Senior facility Other

Name of group or organization _____

Address _____

Organization’s Primary Phone _____

Contact Person Name _____

Contact Person Title _____

Contact Person Phone _____

Contact Person Email _____

Describe your desired concert or event, and the anticipated date.

Where will your concert or event be held? Describe the venue.

How many attendees or participants do you anticipate?

What is the expected cost of hiring the musicians?

When making arrangements with musicians, consider these questions:

Is a piano available for use? If yes, what is the type and general condition of the piano?
If the piano is to be used for a concert, musicians likely will request that it be tuned within a week prior to the concert.

Are armless chairs available for musicians to use?

Are music stands available for musicians to use?

Will microphones be needed? If so, will you be able to provide for this?

Will it be easy for musicians to schedule set-up time and practice in the space prior to the concert? (either the week of or day of concert)

Submit completed application by mail, to:

Symphony Orchestra Guild of Decatur
Attn: Marilyn Mertz
P.O. Box 1541
Decatur, IL 62525

FOR GUILD USE ONLY – Application Tracking

_____ Application received by Symphony Guild
(date)

_____ Application reviewed by Symphony Guild executive committee
(date)

_____ Approved for matching amount up to \$ _____
_____ Not approved

_____ Host organization notified of decision, by (name) _____
(date)

_____ Performance
(date)

_____ Invoice received from host organization, with copy of check or other documentation
(date) of amount paid to musicians

_____ Invoice approved, by (name) _____
(date)

_____ Invoice paid
(date)