



# Creating Great Performances Together:

## GCB Venue Guidelines

The Greenbelt Concert Band works closely with our venue partners to create engaging, well-organized, and enjoyable performances. These guidelines are intended to support clear communication and smooth planning, and to help ensure a positive experience for audiences, venue staff, and musicians alike.

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### 1. Performance Schedule & Timing

- The Band will arrive at the venue at least **60 minutes** prior to the scheduled performance time for setup.
  - Performance length and any intermissions will be agreed upon in advance.
  - Any necessary changes to the schedule will be communicated as promptly as possible.
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### 2. Venue Requirements

- The venue will provide adequate space for both the ensemble and the audience, including appropriate seating and a performance/stage area:
  - **70 armless chairs** for the full Band
  - **20 armless chairs** for the Wind Ensemble
  - **18 armless chairs** for the Brass Choir
- Convenient parking close to the performance area is appreciated.
- Access to power, lighting, and agreed-upon audio/visual equipment will be available as needed:
  - **1–3 wired or wireless microphones**
  - **1–3 microphone stands**
  - **2 direct box (DI) connections** for amplifiers
- The venue will support safety and accessibility for musicians and audience members, including:
  - A designated loading and unloading area for equipment
  - Consideration for musicians with mobility needs
  - Loading dock or stage-door access, when available
  - **5 reserved parking spaces** for Band personnel

- **25 reserved audience seats**
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### **3. Setup & Equipment**

- The Band will bring and set up its own instruments, music, music stands, and related equipment.
  - The venue will provide a secure area for instrument and equipment storage before, during, and after the performance.
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### **4. Sound & Acoustics**

- The venue will work collaboratively with the Band regarding acoustics, amplification, and sound needs.
  - Any sound restrictions (such as volume limits or curfews) should be shared in advance whenever possible.
  - A sound check will commence **30 minutes prior to the start of the concert**.
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### **5. Promotion & Audience**

- The venue will assist with event promotion, as mutually agreed, which may include signage, announcements, or digital promotion.
  - The Band may also promote the performance through its own channels, including its website, social media, email, and printed materials.
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### **6. Collaboration & Communication**

- A designated venue contact person will be available to coordinate logistics on the day of the performance.
  - Open communication before and after the event helps ensure a successful and enjoyable experience for both parties.
  - In the event of severe weather that may require cancellation, the Band will notify the venue contact by email no later than **three (3) hours** prior to the scheduled start time.
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### **7. Safety & Security**

- The venue is responsible for general audience safety and the security of the premises during the event.

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By partnering with the Greenbelt Concert Band, venues help support these shared expectations and contribute to a professional, enjoyable, and safe performance for everyone involved.

We look forward to performing for you.

*Donations are greatly appreciated.*



*Zeffy QR donation code*