



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.

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.

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**

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.

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.**

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.

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.

7. Safety & Security

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

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