



Event Form

1-708-JAZ-ORCH

contact@mattmccallieorchestra.com

This document can be downloaded & saved to your device enabling you to fill it out electronically while offline or by hand. Please complete every option pertaining to your event to the best of your ability. Upon completion, please email this document to contact@mattmccallieorchestra.com

CLIENT INFORMATION:	
YOUR FIRST & LAST NAME(S)	
ORGANIZATION	
WEBSITE	
EMAIL	
PHONE	

EVENT INFORMATION:	
PERFORMANCE DATE	EVENT TYPE

EVENT COORDINATOR:	
BUSINESS NAME	
CONTACT NAME	
WEBSITE	
EMAIL	
PHONE	

Many of our events are booked a year or more in advance & we aim to solidify all final details like song selections, setup & teardown, attire, scheduling, & final payments months prior to each performance. Please provide as much detail relevant to your event as you can as early as possible to ensure we are prepared with the staff, schedule & equipment your event will need without requiring our rates to be adjusted. If filling out this document by hand, sending scans or photos of the information via email will suffice.

This document lists pricing for our most popular options for the many types of events we entertain. If planning a wedding ceremony & or reception, please request one of those event specific planning documents instead of this event form, as those documents cover the more wedding specific logistics.

If musicians will perform at multiple addresses or multiple rooms or spaces at one or multiple venues, please provide information for all locations on the following page & email if there will be more rooms or addresses.



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VENUE INFORMATION:	
LOCATION NAME & ADDRESS	
ROOM NAME / NUMBER	
VENUE TYPE	
WEBSITE	
CONTACT NAME	
EMAIL	
PHONE	

ADDITIONAL VENUE INFORMATION:	
LOCATION NAME & ADDRESS	
ROOM NAME / NUMBER	
VENUE TYPE	
WEBSITE	
CONTACT NAME	
EMAIL	
PHONE	

Relocating, even if at the same address, venue, or room has a minimum fee of \$100 for an acoustic performance with rates varying based on the amount of gear to be moved and the distance to each additional stage area. Please coordinate these plans with us months in advance so we can hire the necessary crew.



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PERFORMANCE SCHEDULE:		
	MUSIC START TIME	MUSIC END TIME
SET 1		
SET 2		
SET 3		
SET 4		
SET 5		
SET 6		
SET 7		
SET 8		
SET 9		
TOTAL TIME COMMITMENT		HOURS
Rates are based on total time commitment whether performing or not.		

QUIET TIME SCHEDULE:		
	QUIET TIME START	QUIET TIME END
QUIET TIME 1		
QUIET TIME 2		
QUIET TIME 3		
QUIET TIME 4		

RECEPTION MUSIC STYLES:		
SELECT ALL THAT APPLY		
<input type="checkbox"/>	Alternative	<input type="checkbox"/>
<input type="checkbox"/>	Americana	<input type="checkbox"/>
<input type="checkbox"/>	Bebop	<input type="checkbox"/>
<input type="checkbox"/>	Big Band	<input type="checkbox"/>
<input type="checkbox"/>	Bluegrass	<input type="checkbox"/>
<input type="checkbox"/>	Blues	<input type="checkbox"/>
<input type="checkbox"/>	Bossa Nova	<input type="checkbox"/>
<input type="checkbox"/>	Christmas	<input type="checkbox"/>
<input type="checkbox"/>	Classic Rock	<input type="checkbox"/>
<input type="checkbox"/>	Classical	<input type="checkbox"/>
<input type="checkbox"/>	Country	<input type="checkbox"/>
<input type="checkbox"/>	Contemporary	<input type="checkbox"/>
<input type="checkbox"/>	Cowboy	<input type="checkbox"/>
<input type="checkbox"/>	Disco	<input type="checkbox"/>
<input type="checkbox"/>	Disney	<input type="checkbox"/>
<input type="checkbox"/>	Fiesta	<input type="checkbox"/>
<input type="checkbox"/>	Folk	<input type="checkbox"/>
<input type="checkbox"/>	Funk	<input type="checkbox"/>
<input type="checkbox"/>	Hip-Hop	<input type="checkbox"/>
<input type="checkbox"/>	Holiday	<input type="checkbox"/>
<input type="checkbox"/>	Jazz	<input type="checkbox"/>
<input type="checkbox"/>	Latin	<input type="checkbox"/>
<input type="checkbox"/>	Line Dance	<input type="checkbox"/>
<input type="checkbox"/>	Love Songs	<input type="checkbox"/>
<input type="checkbox"/>	Mariachi	<input type="checkbox"/>
<input type="checkbox"/>	Motown	<input type="checkbox"/>
<input type="checkbox"/>	Movie Soundtracks	<input type="checkbox"/>
<input type="checkbox"/>	New Orleans	<input type="checkbox"/>
<input type="checkbox"/>	Oldies	<input type="checkbox"/>
<input type="checkbox"/>	Patriotic	<input type="checkbox"/>
<input type="checkbox"/>	Polka	<input type="checkbox"/>
<input type="checkbox"/>	Pop	<input type="checkbox"/>
<input type="checkbox"/>	R&B	<input type="checkbox"/>
<input type="checkbox"/>	Reggae	<input type="checkbox"/>
<input type="checkbox"/>	Rock	<input type="checkbox"/>
<input type="checkbox"/>	Rockabilly	<input type="checkbox"/>
<input type="checkbox"/>	Romantic	<input type="checkbox"/>
<input type="checkbox"/>	Samba	<input type="checkbox"/>
<input type="checkbox"/>	Soul	<input type="checkbox"/>
<input type="checkbox"/>	Southern Rock	<input type="checkbox"/>
<input type="checkbox"/>	Spirituals	<input type="checkbox"/>
<input type="checkbox"/>	Swamp Boogie	<input type="checkbox"/>
<input type="checkbox"/>	Swing	<input type="checkbox"/>
<input type="checkbox"/>	Tango	<input type="checkbox"/>
<input type="checkbox"/>	Top 40	<input type="checkbox"/>
<input type="checkbox"/>	Waltz	<input type="checkbox"/>
<input type="checkbox"/>	Western	<input type="checkbox"/>
<input type="checkbox"/>	Zydeco	<input type="checkbox"/>
Would you prefer The Matt McCallie Orchestra select the rest of the music?		<input type="checkbox"/> YES <input type="checkbox"/> NO



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BUNDLES:

PACKAGES

Some of our bundles are catered to weddings but prices are relevant to many types of events. The following pages also provide the option to customize our ensembles to your own specifications by size, duration, instrumentation, & budget. We have something for everyone. Please check the boxes of your selections.

OPTION #1	THE MATT MCCALLIE ORCHESTRA EXPERIENCE:		
FOR THE GRANDEST EVENTS			
HOURS	ENSEMBLE		
4	This is our complete instrumentation totaling around a hundred musicians.		
Our full orchestra includes our lead singer plus a choir & symphony like big band with additional woodwinds & horns, a full strings section, rhythm section, & an auxiliary percussion section.			
This package includes us providing our own onstage sound system & audio technicians, similar to our other packages & bundles. Stage & effects lighting are not included in this package but can be added by selecting those options on the following pages. We recommend hiring additional vendors for events of this size to provide a stage with assembly crews and grips, & a lighting company with its own technicians.			
Recommended for July 4 th & NYE sized festivals		U.S. Dollars	34,000

BUNDLE #1	WEDDING CEREMONY & RECEPTION VARIETY BAND:		
WEDDING CEREMONY			
HOURS	ENSEMBLE		
2	String Quartet	Contact to discuss alternate ensembles.	
WEDDING RECEPTION			
HOURS	ENSEMBLE		
5	VIP Orchestra	Instrumentation based on musical preferences.	
Full Lighting Package		DJ Break Music	Master of Ceremonies
Custom Song Arrangements (2)		U.S. Dollars	16,000

BUNDLE #2	WEDDING CEREMONY & RECEPTION VARIETY BAND:		
WEDDING CEREMONY			
HOURS	ENSEMBLE		
2	String Quartet	Contact to discuss alternate ensembles.	
WEDDING RECEPTION			
HOURS	ENSEMBLE		
4	Grand Orchestra	Instrumentation based on musical preferences.	
Full Lighting Package		DJ Break Music	Master of Ceremonies
Custom Song Arrangements (2)		U.S. Dollars	13,000



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BUNDLE #3	WEDDING CEREMONY & RECEPTION VARIETY BAND:		
WEDDING CEREMONY			
HOURS	ENSEMBLE		
1	String Quartet	Contact to discuss alternate ensembles.	
WEDDING RECEPTION			
HOURS	ENSEMBLE		
4	Great Orchestra	Instrumentation based on musical preferences.	
Stage & Dance Floor Lighting	DJ Break Music	Master of Ceremonies	
Custom Song Arrangements (1)		U.S. Dollars	8,000

BUNDLE #4	WEDDING CEREMONY & RECEPTION VARIETY BAND:		
WEDDING CEREMONY			
HOURS	ENSEMBLE		
1	String Trio	Contact to discuss alternate ensembles.	
WEDDING RECEPTION			
HOURS	ENSEMBLE		
4	Maestro Orchestra	Instrumentation based on musical preferences.	
Five-Piece Band	DJ Break Music	Master of Ceremonies	
High end budget minded ceremony & reception package		U.S. Dollars	5,500

BUNDLE #5	VARIETY BAND:		
HOURS	ENSEMBLE		
4	Mini Big Band	Instrumentation based on musical preferences.	
Nine-Piece Band	DJ Break Music	U.S. Dollars	6,000

BUNDLE #6	VARIETY BAND:		
HOURS	ENSEMBLE		
4	Mini Motown Band	Instrumentation based on musical preferences.	
Seven-Piece Band	DJ Break Music	U.S. Dollars	5,000

BUNDLE #7	VARIETY BAND:		
HOURS	ENSEMBLE		
4	Maestro Orchestra	Instrumentation based on musical preferences.	
Five-Piece Band	Compact P/A (up to 150 guests)	U.S. Dollars	4,000



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BUNDLE #8	COMPACT VARIETY BAND:		
HOURS	ENSEMBLE		
4	Four by Four	Instrumentation based on musical preferences.	
Four-Piece Band	Compact P/A (up to 150 guests)	U.S. Dollars	3,400

BUNDLE #9	COMPACT VARIETY BAND:		
HOURS	ENSEMBLE		
4	Three by Four	Instrumentation based on musical preferences.	
Three-Piece Band	Compact P/A (up to 150 guests)	U.S. Dollars	2,700

BUNDLE #10	COMPACT VARIETY BAND:		
HOURS	ENSEMBLE		
3	Three by Three	Instrumentation based on musical preferences.	
Three-Piece Band	Compact P/A (up to 150 guests)	U.S. Dollars	2,000

BUNDLE #11	COMPACT VARIETY BAND:		
HOURS	ENSEMBLE		
4	Two by Four	Instrumentation based on musical preferences.	
Two-Piece Band	Compact P/A (up to 150 guests)	U.S. Dollars	1,800

BUNDLE #12	COMPACT VARIETY BAND:		
HOURS	ENSEMBLE		
2	Two by Two	Instrumentation based on musical preferences.	
Two-Piece Band	Compact P/A (up to 150 guests)	U.S. Dollars	1,000

SOLOIST:			
HOURS	SOLO MUSICIAN:		U.S. Dollars
5	Singer/Guitar/Keyboard Player	Large event P/A	1,500
5	Singer/Guitar/Keyboard Player	Compact P/A (up to 150 guests)	1,200
4	Singer/Guitar/Keyboard Player	Compact P/A (up to 150 guests)	900
3	Singer/Guitar/Keyboard Player	Compact P/A (up to 150 guests)	700
2	Singer/Guitar Player	Compact P/A (up to 150 guests)	500
1	Singer/Guitar Player	Compact P/A (up to 150 guests)	350
3	Acoustic Soloist	Performer with no P/A	650
2	Acoustic Soloist	Performer with no P/A	450
1	Acoustic Soloist	Performer with no P/A	300



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STRING ENSEMBLES:

HOURS	STRINGS:		U.S. Dollars
2	String Quartet	(Or other acoustic instruments)	1,500
1	String Quartet	(Or other acoustic instruments)	1,000
2	String Trio	(Or other acoustic instruments)	1,200
1	String Trio	(Or other acoustic instruments)	850
2	String Duo	(Or other acoustic instruments)	700
1	String Duo	(Or other acoustic instruments)	500
1	Violin & Keyboard		700
2	Violin & Piano	(Using venue provided piano)	900
1	Violin & Piano	(Using venue provided piano)	600

CONDITIONS:

BUNDLES & PACKAGES QUALIFICATIONS

These conditions are for our listed options. We are happy to customize to meet different needs. Changes like adding to our setup or teardown schedule, additional services, or conditions not being met will result in additional fees beyond our listed prices & should be negotiated well in advance of the performance date.

VIP Orchestra has at least 20 musicians. Grand Orchestra package includes instrumentation in the mid-teens. Great Orchestra has approximately 10 musicians. Maestro Orchestras have rhythm & voice with a small horns/strings section. Amplified bundles include a large event P/A unless listed as compact.

Combined ceremony & reception bundles require processing of a 50% deposit accompanied by a signed contract a minimum of 4 months in advance of the performance.

Rates are for performances within 50 miles of the St. Louis Arch. Additional travel can be negotiated.

Maximum 10 miles relocating between the ceremony & reception venues with adequate time to teardown, travel, & fully setup & sound check at the next location. Reception music is limited to one location.

Minimum 6 hours setup time is required for larger bands. Minimum 1-hour setup time for string quartet.

String quartet will perform as an acoustic ensemble. Amplification is available for additional fees.

String quartet may have a musician switch between violin & piano, vocals, or guitar upon availability.

Outdoor performances require protection from direct sunlight, precipitation, heat and cold.

Rehearsal attendance is not included in the above options but can be negotiated for additional fees.

Custom song arrangements require a minimum 4 months advance notice. Arrangements can be for the band or string quartet, or one for each. Songs of advanced lengths or complexity will require additional fees.

Up to 10 DJ song requests may be made with at least one month's advanced notice. Clients may send audio files properly formatted at least one month in advance for the DJ to prepare in their cue.

Master of Ceremonies, also known as MC or emcee services may include every announcement & introduction provided instructions are filled out using our wedding reception planner document.

Ceremony & reception planning documents must be completed and received no less than 2 months in advance of any performance. Musicians reserve the right to adhere to scheduling, song selections, & other aspects of the performance as deemed suitable to the event if planners are not provided 2 months in advance.

A microphone for toasts & speeches can be added to the P/A at no additional charge upon advance request.

If adaptations need to be made to our bundles please fill out the rest of this event form indicating your needs.



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INSTRUMENTATION:

SELECT ALL THAT APPLY

WINDS		STRINGS		VOCALS		RHYTHM SECTION	
<input type="checkbox"/>	Piccolo	<input type="checkbox"/>	Violin 1	<input type="checkbox"/>	Lead Vocalist	<input type="checkbox"/>	Concert Harp
<input type="checkbox"/>	Flute	<input type="checkbox"/>	Violin 1	<input type="checkbox"/>	Background Singer 1	<input type="checkbox"/>	Guitar 1
<input type="checkbox"/>	Oboe	<input type="checkbox"/>	Violin 1	<input type="checkbox"/>	Background Singer 2	<input type="checkbox"/>	Guitar 2
<input type="checkbox"/>	English Horn	<input type="checkbox"/>	Violin 1	<input type="checkbox"/>	Background Singer 3	<input type="checkbox"/>	Piano/Keyboard 1
<input type="checkbox"/>	Clarinet	<input type="checkbox"/>	Violin 1	<input type="checkbox"/>	Background Singer 4	<input type="checkbox"/>	Piano/Keyboard 2
<input type="checkbox"/>	Bass Clarinet	<input type="checkbox"/>	Violin 1	<input type="checkbox"/>	Background Singer 5	<input type="checkbox"/>	Bass Guitar
<input type="checkbox"/>	Alto Saxophone 1	<input type="checkbox"/>	Violin 2	<input type="checkbox"/>	Background Singer 6	<input type="checkbox"/>	Drum Set
<input type="checkbox"/>	Alto Saxophone 2	<input type="checkbox"/>	Violin 2	<input type="checkbox"/>	Background Singer 7	<input type="checkbox"/>	Aux. Percussion 1
<input type="checkbox"/>	Tenor Saxophone 1	<input type="checkbox"/>	Violin 2	<input type="checkbox"/>	Background Singer 8	<input type="checkbox"/>	Aux. Percussion 2
<input type="checkbox"/>	Tenor Saxophone 2	<input type="checkbox"/>	Violin 2	<input type="checkbox"/>	Background Singer 9	<input type="checkbox"/>	Aux. Percussion 3
<input type="checkbox"/>	Baritone Saxophone	<input type="checkbox"/>	Violin 2	<input type="checkbox"/>	Background Singer 10	<input type="checkbox"/>	Aux. Percussion 4
<input type="checkbox"/>	Bassoon	<input type="checkbox"/>	Violin 2	<input type="checkbox"/>	Background Singer 11	<input type="checkbox"/>	Aux. Percussion 5
<input type="checkbox"/>	French Horn	<input type="checkbox"/>	Viola 1	<input type="checkbox"/>	Background Singer 12	<input type="checkbox"/>	Aux. Percussion 6
<input type="checkbox"/>	French Horn	<input type="checkbox"/>	Viola 2	<input type="checkbox"/>	Background Singer 13	<input type="checkbox"/>	Aux. Percussion 7
<input type="checkbox"/>	French Horn	<input type="checkbox"/>	Viola 3	<input type="checkbox"/>	Background Singer 14	<input type="checkbox"/>	Aux. Percussion 8
<input type="checkbox"/>	French Horn	<input type="checkbox"/>	Viola 4	<input type="checkbox"/>	Background Singer 15	<input type="checkbox"/>	Aux. Percussion 9
<input type="checkbox"/>	Trumpet 1	<input type="checkbox"/>	Viola 5	<input type="checkbox"/>	Background Singer 16	<input type="checkbox"/>	Aux. Percussion 10
<input type="checkbox"/>	Trumpet 2	<input type="checkbox"/>	Viola 6	<input type="checkbox"/>	Background Singer 17	<input type="checkbox"/>	Aux. Percussion 11
<input type="checkbox"/>	Trumpet 3	<input type="checkbox"/>	Cello 1	<input type="checkbox"/>	Background Singer 18	<input type="checkbox"/>	Aux. Percussion 12
<input type="checkbox"/>	Trumpet 4	<input type="checkbox"/>	Cello 2	<input type="checkbox"/>	Background Singer 19	<input type="checkbox"/>	Aux. Percussion 13
<input type="checkbox"/>	Trombone 1	<input type="checkbox"/>	Cello 3	<input type="checkbox"/>	Background Singer 20	<input type="checkbox"/>	Aux. Percussion 14
<input type="checkbox"/>	Trombone 2	<input type="checkbox"/>	Cello 4	<input type="checkbox"/>	Background Singer 21	<input type="checkbox"/>	Aux. Percussion 15
<input type="checkbox"/>	Trombone 3	<input type="checkbox"/>	Cello 5	<input type="checkbox"/>	Background Singer 22	<input type="checkbox"/>	Aux. Percussion 16
<input type="checkbox"/>	Bass Trombone	<input type="checkbox"/>	Cello 6	<input type="checkbox"/>	Background Singer 23	<input type="checkbox"/>	Aux. Percussion 17
<input type="checkbox"/>	Tuba	<input type="checkbox"/>	Upright	<input type="checkbox"/>	Background Singer 24	<input type="checkbox"/>	Aux. Percussion 18
<input type="checkbox"/>		<input type="checkbox"/>	Upright	<input type="checkbox"/>	Background Singer 25	<input type="checkbox"/>	

Our orchestra is incredibly versatile with arrangements for up to around 100 musicians.

We will gladly assist in selecting instruments based on your preferences for styles, budget & band size.

For events with smaller bands, we recommend instrumentations based on what will sound best for the music selected & match the ambient energy of the event. For upbeat dance music we typically provide a singer/guitar/keyboard player plus bass, drums, & other instruments. Jazz combos usually have our singer/guitar/keyboard player & add saxophone, trumpet, violin, & trombone. For country, fiddle is usually the first instrument we add. We suggest more harmony playing instruments for background & seated music.



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BAND TYPES:	
SELECT ALL THAT APPLY	
Acoustic Pop / Rock Ensemble	Motown Band
Blues Band	Oldies Band
Big Band	R&B Band
Christmas Ensemble	Rock Band
Cinco de Mayo / Mexican Fiesta	Singer / Guitar or & Keyboard Player
Country / Western Band	Singer / Songwriter
Dance Band	Soloist (i.e. Piano, Violin, Vocalist)
Folk / Bluegrass Group	Second Line Parade
Horn Band	String Quartet
Jazz Combo	Swing Band
Jazz Orchestra	Variety Band
Mardi Gras / New Orleans	*Other
Please check all that apply. If *Other is selected, please indicate what instruments you prefer in the INSTRUMENTATION section.	

BUDGET:	
SELECT A PRICE RANGE (U.S. DOLLARS)	
300-400	3,500-4,500
400-600	4,500-5,000
600-1,000	5,000-8,000
1,000-1,500	8,000-13,000
1,500-2,000	13,000-20,000
2,000-2,500	20,000-30,000
2,500-3,500	30,000-80,000
If your budget is not listed, please specify:	
Should we setup a tip jar?	<input type="checkbox"/> YES <input type="checkbox"/> NO

EFFECTS LIGHTING:		
HOURS	SELECT ALL THAT APPLY	U.S. Dollars
4	Stage & Dance Floor Lighting (If not in a bundle)	300
4	Up Lighting How Many Lights?	40 per fixture
4	Wireless Up Lighting (10 lights)	400
4	Compact LED Lighting	50



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ADDITIONAL SERVICES:			
SELECT ALL THAT APPLY			
	Master of Ceremonies		Photography
	Custom Song Arrangements		Videography
	Drone Footage		Studio Recording
	DJ Break Music	75	U.S. Dollars
	Remote Power Source (Silent battery generator for our P/A)	100	U.S. Dollars
	Wireless Guest Microphone (Wired has no additional fee)	100	U.S. Dollars
	Wedding Ceremony Officiant P/A (For up to one hour)	200	U.S. Dollars
We do not share mics for sanitary reasons. Please notify us in advance if you will need us to provide one for you.			
	Will you need to use our microphones?	YES	NO

DEMOGRAPHICS:	
NUMBER OF GUESTS	
NUMBER OF ADULTS	
NUMBER OF CHILDREN	
ADDITIONAL STATISTICS	

ADDITIONAL EVENT DETAILS:			
MUSICIAN ATTIRE		TUXEDO	
		OTHER	
Other attire preferences			
If there is a theme, please describe			
Will a meal be provided for the band?		YES	
		NO	
Is this a surprise party?		YES	NO
Should we perform Happy Birthday?		YES	NO
Additional details			

TRAVEL LOGISTICS:			
ACCOMODATIONS INCLUDED		YES	
		NO	
ADDITIONAL MEALS (beyond during our break)		YES	NO
TRANSPORTATION PROVIDED		YES	NO
If stipend is included, please indicate amount in USD	\$		
If these accommodations are included, please email to coordinate arrangements.			



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LOGISTICS:

SETUP INFORMATION

Clients (you) are responsible for coordinating our setup & teardown schedules with your venue & other vendors before requesting a contract. If the timeframes we need are not available our rates may need to be revised to compensate for additional staff & or hours. We place this responsibility in our clients' hands since multiple vendors may need customized rates remunerated by you.

Large ensembles need at least 4 hours for our roadies to load in, setup, & store our empty cases. The area should be free of other vendors' personnel, performers, or public traffic during this time. Soundcheck & tuning need to occur shortly before every performance & usually include the full band, arriving shortly before the performance. It may be preferable to setup sound & lights a day prior to the performance. If so, please email us to make those arrangements. Roadies typically require two to three hours to teardown.

Acoustic ensembles & soloists usually require a minimum of 90 minutes to setup, 60 to teardown.

Please confirm stage dimensions prior to requesting a performance estimate.

SETUP DATE					
SETUP START TIME				SETUP END TIME	
SOUNDCHECK START				SOUNDCHECK END	
TEARDOWN START TIME				TEARDOWN END TIME	
STAIRS	# OF FLIGHTS			# OF STEPS	
ELEVATOR DIMENSIONS	At least 80" x 60" floor space needed.				
ELEVATOR	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	
STAGE TYPE	<input type="checkbox"/>	FLOOR	<input type="checkbox"/>	RAISED	
STAGE LOCATION	<input type="checkbox"/>	INDOOR	<input type="checkbox"/>	OUTDOOR	
STAGE DESCRIPTION					
STAGE DIMENSIONS					
VENUE ACOUSTICS	<input type="checkbox"/>	LIVE	<input type="checkbox"/>	DEAD	
GREEN ROOM	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	
EQUIPMENT STORAGE LOCATION & DESCRIPTION					
SHADE (required outdoors)	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	
TENT / FLY OR CANOPY	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	
A/C OR HEAT (if needed)	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	
ARMLESS CHAIRS	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	
ON SITE INSTRUMENTS	If the venue will provide instruments that we can use, please list them. They will need to be already setup, tuned, & performance ready.				
	Piano	<input type="checkbox"/>	Keyboard	<input type="checkbox"/>	Drums
				<input type="checkbox"/>	Others:
INDOOR BACKUP PLAN	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	
INDOOR OPTION DESCRIPTION					



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ELECTRICAL POWER:				
ELECTRICITY AVAILABLE		YES		NO
ELECTRICAL SUPPLY	Amplified ensembles require a clean 3-prong 120-volt supply on at least a 15-amp breaker preferably within 20' of the stage. Dirty or noisy power sources like generators usually cannot be used with our equipment.			
Do we need to provide our own power?		YES		NO
P/A PROVIDED		YES		NO
SOUND TECH PROVIDED		YES		NO
STAGE LIGHTING		YES		NO
LIGHTING TECH		YES		NO
Additional details				

PARKING & LOAD IN & SERVICE DOG:				
LOADING DOCK		YES		NO
Will our truck and trailer be able to remain parked in the unload location?		YES		NO
Is the venue completely handicapped accessible?		YES		NO
Will ramps be available all the way from where we park to on the stage?		YES		NO
STREET PARKING ONLY		YES		NO
PARKING, OR SHUTTLE FEE		YES	\$	
SHUTTLE REQUIRED		YES		NO
PARKING PASSES OR BADGES REQUIRED		YES		NO
GATE OR DOOR CODE REQUIRED		YES		NO
ENTRANCE CODE(S)				
VALET		YES		NO
Will the venue have wheeled carts available for us to use?		YES		NO
Our truck, trailer & other equipment vehicles usually need at least four parking spots reserved at the loading dock or point of ingress nearest the performance area. Our truck with trailer needs about 50' in length & is over 8' tall, too tall to fit in most passenger vehicle sized covered parking lots & garages.				
Most events employ a mobility-limited musician so a handicapped parking space nearest the stage is much appreciated. We also use a federally registered service dog roadie to assist with hauling our equipment. Our website has an entire blog page dedicated to Munchkin in case you require more information.				
Will Munchkin be allowed to remain with our musician while performing?		YES		NO
If there are specific parking, load in, or driving instructions specific to band personnel please describe here.				



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TICKETS & SALES:

Will this performance be open to the public?		YES		NO
Will tickets be available to the public?		YES		NO
TICKET PRICE(S)	\$			
TICKET LINK				
Should we bring merchandise to sell?		YES		NO

SECURITY:

SECURITY WILL BE REQUIRED		YES		NO
SECURITY WILL BE PROVIDED		YES		NO
SECURED STORAGE FOR MUSICIANS' GEAR		YES		NO
SECURED PARKING FOR MUSICIANS' VEHICLES		YES		NO

SAFETY:

<p style="text-align: center;">Musicians, instruments, & equipment require protection from weather related elements including dust, direct sunlight, moisture, wind, & excessive heat & cold, particularly at outdoor performances. Musicians reserve the right not to setup or perform in conditions that may lead to injury or damage.</p>				
Will musicians be provided a safe performance environment?		YES		NO

ADDITIONAL INFORMATION:

Musicians require the stage area be ready before we start setting up. This includes platforms, chairs, tents, clearing of debris & obstacles, etc. Musicians also require sufficient lighting to read their music & see their instruments & equipment on stage, which we can provide if indicated above. If any other logistics have not yet been addressed, please include those details here & use additional pages if necessary.



Event Form

1-708-JAZ-ORCH

contact@mattmccallieorchestra.com

BAND BREAKS:

The industry standard is for musicians to be given breaks of 15 minutes after every 45 minutes of performing. This enables musicians to continue performing for extended periods. If you hire our DJ break music service, we can play recorded music while the musicians are not performing. If the standard break schedule does not fit your needs, please specify.

BAND MEALS:

It is customary for musicians to receive complimentary food and nonalcoholic beverages. If a full meal is not available many caterers offer a boxed meal. The band usually takes its longest break during their meal. Musicians need at least 20 minutes to eat before putting air through their horns again. During blessings, toasts, & speeches can be a good opportunity for musicians to dine. Having the musicians dine after one or two dance sets is another common option.

BAND PERSONNEL MEAL		YES		NO
MEAL START & END TIMES				

ROADIES:

We hire a team of roadies for nearly every larger event. The number of roadies varies depending on the requirements of the event but usually includes a minimum of three roadies in addition to our musicians. We would appreciate it if additional meals can be available for all personnel as well as a location for them sit & rest during our performance. Roadie duties at smaller events can usually be handled by just our service dog.

HOW DID YOU LEARN ABOUT US?:

PLEASE SELECT ALL THAT APPLY AND INCLUDE A DESCRIPTION

BRIDAL FAIR		
CONCERT		
ONLINE AD		
PRINT AD		
SOCIAL MEDIA		
WEB SEARCH		
WEDDING		
WORD OF MOUTH		



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CUSTOMIZATION:

Customizing to meet almost any musical needs is one of our specialties. Most of our customizations include band size, instrumentation, performance duration, variety of genres, themed attire, & custom written music.

If we are customizing our services for your event, once we receive your event form, we will be able to provide you with a performance estimate. Once you have selected a bid from our performance estimate this event form with all the logistical information you have provided herein will be attached to your performance agreement. If you receive a contract from us but cancel, even if you have not yet signed or paid, please inform us immediately so we can reallocate the date.

Would you like to commission any custom written music?

YES

NO

Please list what songs you would like arranged including any specific instrumentation or other customizations.

CONFIRMATION:

The Matt McCallie Orchestra has diligently developed a reputation of excellence that we aim to provide at every performance. Delivering consistent excellence requires a great deal of coordination & planning. Most of our musicians have at least one music degree & are in high demand, booking months in advance. We require all relevant details in your contract be provided as soon as possible to make certain we have the appropriate time, funds, staff, & equipment booked to meet your needs.

Will all relevant details be provided well in advance of our performance?

YES

NO

For more information regarding our services please visit our website at mattmccallieorchestra.com. Our [blog](#) has many helpful articles about hosting entertainment event. If you have questions to which you are unable to find answers on our website please email us at contact@mattmccallieorchestra.com.

For corporate events, if a W-9 is required, we can provide one upon request. If an assisted living requires medical records for our service dog, Munchkin, that can also be provided in advance upon request.

Please make certain to save the information you have filled out so that it appears the same once attached in your email. If it doesn't you may need to save it again as a locked PDF under print settings.

THANK YOU!