

OFFICIAL SPONSOR GUIDE



The United States Naval Academy Band offers a wide variety of musical services. The band performs at educational institutions as well as public and civic events, including those that are commercially sponsored as long as the event is of general interest or benefit to a local, state, or national community. The band has numerous performing units that are available free of charge.

For educational engagements the band can conduct clinics, master classes, private lessons, and small recitals. It is our belief that music is a vital part of every student's education. We strive to foster in our youth, an appreciation and understanding of music, as well as an awareness of the Navy's role in our country's musical history.

Sponsoring one of our performing units to perform for your event or at your school is a simple process. As the sponsor, you serve as the **Point of Contact (POC)** and liaison in communication with the Naval Academy Band. Together, we will work to customize a performance that will be appropriate for your event, or rewarding and beneficial to your students and to your school music program. The POC will also assist in coordinating the logistics of our arrival, set-up, and performance.

Please note that the Naval Academy Band may **not** participate in events that are designed to increase business traffic, raise charitable donations, or are associated with a religious or ideological movement, such as a Christmas parade, worship service, or political gathering.

The Naval Academy Band continues its tradition of excellence, carrying on the impressive legacy of its previous members while blazing exciting new musical paths toward the future. Providing the best musical product possible to the Navy, the Naval Academy, and the citizens of this great country remains our ultimate goal. We look forward to performing for you in the near future!

Contents

Information relevant to **all** Naval Academy Band performing units:

General Requirements.....	3
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Information specific to the various Naval Academy Band performing units:

Chamber Winds & Brass Ensemble.....	5
-------------------------------------	---

Ceremonial Unit.....	6
----------------------	---

Brass & Wind Quintets.....	7
----------------------------	---

Electric Brigade (popular music ensemble).....	8
--	---

Crabtowne Stompers (New Orleans-style brass band).....	9
--	---

Jazz Combo.....	10
-----------------	----

For more information about these performing units, please visit our website at:

www.usna.edu/usnaband/ensembles.htm

General Requirements for all Naval Academy Band performing units:

Venue

Type: Most school auditoriums or performing spaces are acceptable for all of the performing units. A band rehearsal room may be sufficient for small ensemble performances, clinics, master classes, or lessons.

Transportation/Parking: Military and civilian sponsors requesting services must provide funding for per diem and lodging and be prepared to provide transportation.

In the event that the band travels via bus or 15 passenger van(s), accommodations must be made for parking of the vehicles within close proximity of the performance site. If there are costs involved in parking, those costs shall be borne by the sponsor. Toll costs to and from the performance location are also the responsibility of the sponsor.

Access: For ensembles with sound gear requirements (ex. Electric Brigade), the loading dock needs to have easy stage access. Any mullions (bar between the doors) should be removable, with no stairs or steps from the loading dock to the stage entrance. Large instrument case and equipment storage is required. Either the stage wings or a separate room will suffice for a storage area. Exceptions to these requirements need to be discussed with the band operations POC.

Cleaning: The stage must be clean and the stage wings must be free of any props or equipment prior to the arrival of our setup crew to avoid conflicts.

Restrooms: Two restrooms (male & female) should be available, preferably backstage, for the band's private use.

Refreshments: Sponsors are not obligated to provide a meal or bottled water before or after a concert, but these gestures are greatly appreciated.

Inclement Weather Site: Sponsors may provide an appropriate inclement weather site for all outdoor concerts. Similar information is required for both inside and outside locations to determine performance location or venue suitability.

Lighting

Stage Lighting: Please see individual ensemble requirements below.

Houselights: Houselights will be dimmed or turned off during the performance, but must also meet local fire and safety ordinances.

Audio

Because of familiarity, we normally use our own sound system, when needed, rather than using the house system. In cases where a house system is available, our audio technician will determine whether to use that system or transport the band's sound system. In addition, a band audio technician position in the performance venue is required; normally rear/middle of house location.

Publicity

Sponsors are responsible for marketing and advertising to their local community. The sponsor should disseminate performance information as widely as possible to ensure a large audience. Complete publicity information, including the "Publicity Guidelines" pdf, high-resolution photos, are available at <http://usna.edu/USNABand/press.htm>.

Admissions/Tickets/Costs

All concerts must be free and open to the public. Clinics or performances during school hours are not considered concerts in this context. Public attendance of events during school hours is subject to school policy.

Sponsor must make tickets accessible to the public with no charge and be used to manage seating availability only. We recommend that you distribute thirty percent more tickets or reservations than your auditorium will hold. Any costs incurred by the sponsor are the sole responsibility of the sponsor. Donations must not be solicited under any circumstance.

Tickets must contain:

- The following words: **United States Naval Academy Band**
- Location, Date, Time and Name of the event (as applicable)
- The following words: **"FREE ADMISSION"**
- Recommended in smaller print: ***"Ticket holders are requested to be seated by 15 minutes prior to the event. Those without tickets will be admitted for available seating at this time."***
- Tickets may contain the USN logo or the Naval Academy Band logo (available on the band's website)

Sponsors may also consider electronic tracking of reservations through their own websites or e-invitations.

Ticket distributions and reservations must be made available to the band to monitor interest in the event. **The Director of the Naval Academy Band reserves the right to cancel or reschedule the performance if it is determined that there is not sufficient marketing and interest in the performance.**

For questions or more information, please contact our Operations office at 410.293.1257.

Additional requirements for specific performing units:

Chamber Winds & Brass Ensemble

Venue

Stage Dimensions: These ensembles require a performance area that is at least 30 feet wide by 24 feet deep. This is the stage proper which the performers and instruments are placed upon, and does not include the wings/apron.

Seating: Ensure seating availability for a minimum of 500. Auditoriums are preferred. However, gymnasiums or portable stages will be considered provided they meet the minimum staging requirements.

Electrical Power: Use of electrical equipment is not required.

Chairs and Stands: These ensembles vary in number of musicians. Chair requirements should be coordinated between the sponsor and ensemble representative. Chairs must be armless and not have stacking clips or handles on the sides as these may damage instruments. Music Stands are also required; however, we may carry our own music stands if none are available.

Band Shell: These ensembles will use an acoustical shell if one is available on location, but is not required. All set up and tear down responsibilities for a shell are borne of the sponsor.

Dressing Rooms: Two dressing rooms are required: one for males, and one for females. These rooms should have clothing racks to hang uniforms, full-length mirrors, locking doors, and curtains if windows are present.

Lighting

Stage Lighting: Sponsor will provide an operator for the venue lighting system. Overhead stage lighting should be bright enough to read newsprint without difficulty. There should be no appreciable drop out or dark spots from wing to wing and from apron to backdrop. A lighting engineer or qualified representative of the venue should meet with the band's point of contact during set up to discuss lighting requirements.

Performance Schedule

The lengths of our performances vary depending on the type of event and are customizable to the sponsor's needs. Details of the performance can be worked out with sponsor and ensemble representative. Following the concert, please allow 30 minutes for the ensemble to tear down and load equipment. House personnel should be prepared to stay at least 30 minutes after the concert's end in order to secure the building.

Ceremonial Unit

Venue

Stage Dimensions: The Ceremonial Unit requires a performance area that is at least 15 feet wide by 12 feet deep. If the performance is outside, the stage area must be level and solid.

Electrical Power: The standard Ceremonial Unit does not require use of electrical equipment.

Chairs and Stands: The standard Ceremonial Unit requires 19 armless chairs for the ensemble arranged in three rows. These chairs must not have stacking clips or handles on the sides as these may damage instruments. Music stands do not need to be provided.

Band Shell: The band will use an acoustical shell if one is available on location, but is not required. All set up and tear down responsibilities for a shell are borne of the sponsor.

Dressing Rooms: Two dressing rooms (male & female) may be required. These rooms should have clothing racks to hang uniforms, full-length mirrors, locking doors, and curtains if windows are present.

Lighting

Stage Lighting: Sponsor will provide an operator for the venue lighting system. Overhead stage lighting should be bright enough to read newsprint without difficulty. There should be no appreciable drop out or dark spots from wing to wing and from apron to backdrop. A lighting engineer or qualified representative of the venue should meet with the band's point of contact during set up to discuss lighting requirements.

Performance Schedule

The lengths of our performances vary depending on the type of event. Patriotic Openers generally last 15-20 minutes and are the most common performances given by a Ceremonial Unit. We will begin setup approximately 30 minutes prior to the start time. Details of the performance can be worked out with sponsor and band representative.

Brass & Wind Quintets

Venue

Stage Dimensions: These ensembles require a performance area that is at least 10 feet wide by 12 feet deep. This is the stage proper which the performers and instruments are placed upon, and does not include the wings or apron.

Seating: Ensure seating availability for a minimum of 300. Auditoriums are preferred. However, gymnasiums or portable stages will be considered provided they meet the minimum staging requirements.

Electrical Power: These ensembles do not require use of electrical equipment.

Chairs and Stands: Five armless chairs are required. Music stands do not need to be provided.

Band Shell: These ensembles will use an acoustical shell if one is available on location, but is not required. All set up and tear down responsibilities for a shell are borne of the sponsor.

Dressing Rooms: Two dressing rooms (male & female) are required. These rooms should have clothing racks to hang uniforms, full-length mirrors, locking doors, and curtains if windows are present.

Lighting

Stage Lighting: Sponsor will provide an operator for the venue lighting system. Overhead stage lighting should be bright enough to read newsprint without difficulty. There should be no appreciable drop out or dark spots from wing to wing and from apron to backdrop. A lighting engineer or qualified representative of the venue should meet with the band's point of contact during set up to discuss lighting requirements.

Performance Schedule

The lengths of our performances vary depending on the type of event and are customizable to the sponsor's needs. *Patriotic Openers* generally last 15-20 minutes while clinics, master classes, and recitals can last 1-2 hours. We will begin setup approximately 30-60 minutes prior to the start time. Details of the performance can be worked out with sponsor and band representative.

Electric Brigade

Venue

Stage Dimensions: Electric Brigade requires a performance area that is at least 28 feet wide by 24 feet deep. This is the stage proper which the performers and instruments are placed upon, and does not include the wings or apron. If the performance is outside, the stage site must consist of concrete, asphalt, wood or some other solid structure capable of sustaining five tons of equipment and personnel without swaying (sheets of unsecured plywood on the ground does not meet these requirements).

Seating: Ensure seating availability for a minimum of 500. Auditoriums are preferred. However, gymnasiums or portable stages will be considered provided they meet the minimum staging requirements.

Electrical Power: The band must have access to four independent 120-Volt, 20-Amp circuits. These circuits must terminate in common ground household Edison plugs. All circuits must also be grounded and accessible from the stage wings, no more than twenty-five (25) feet from the edge of the stage.

Chairs and Stands: Electric Brigade has no chair or stand requirements.

Dressing Rooms: One dressing room for 6 males is required. This room should have clothing racks to hang uniforms, full-length mirrors, locking doors, and curtains if windows are present.

Lighting

Stage Lighting: Sponsor will provide an operator for the venue lighting system. Overhead stage lighting should be bright enough to read newsprint without difficulty. There should be no appreciable drop out or dark spots from wing to wing and from apron to backdrop. A lighting engineer or qualified representative of the venue should meet with the band's point of contact during set up to discuss lighting requirements.

Performance Schedule

The lengths of our performances vary. Exact times and lengths for our concerts are obtainable from your operations representative. We will begin set-up approximately four (4) hours prior to the concert. This allows ample time for set-up, sound check, meals, breaks, and changing. Normal concerts by Electric Brigade range from 30-60 minutes, although performances with multiple sets separated by breaks are common and depend on the event. Following the performance, EB will tear down and load their truck. Allowing for this time, house personnel should be prepared to stay at least two hours after the concert's end in order to secure the building.

Crabtowne Stompers

Venue

Stage Dimensions: The Crabtowne Stompers requires a performance area that is at least 20 feet wide by 16 feet deep. If the performance is outside, the stage area must be level and solid.

Seating: Ensure seating availability for a minimum of 500. Auditoriums are preferred. However, gymnasiums or portable stages will be considered provided they meet the minimum staging requirements.

Electrical Power: The Crabtowne Stompers must have access to one independent 120-Volt, 20-Amp circuit. This must be on a public power source (no generators) and must terminate in common ground household Edison plugs (not GFCI). Power must be accessible no more than twenty-five (25) feet from the edge of the stage.

Chairs and Stands: There are no chair or music stand requirements.

Band Shell: The group will use an acoustical shell if one is available on location, but is not required. All set up and tear down responsibilities for a shell are borne of the sponsor.

Dressing Rooms: One dressing room is required. The room should have clothing racks to hang uniforms, full-length mirrors, locking doors, and curtains if windows are present.

Lighting

Stage Lighting: Sponsor will provide an operator for the venue lighting system. Overhead stage lighting should be bright enough to read newsprint without difficulty. There should be no appreciable drop out or dark spots from wing to wing and from apron to backdrop. A lighting engineer or qualified representative of the venue should meet with the band's point of contact during set up to discuss lighting requirements.

Performance Schedule

The lengths of our performances vary depending on the type of event and are customizable to the sponsor's needs. Details of the performance can be worked out with sponsor and band representatives. We will begin setup approximately 1 hour prior to the start time. Following the performance, the Crabtowne Stompers will tear down and load their equipment. Allowing for this time, house personnel should be prepared to stay at least 45 minutes after the concert's end in order to secure the building.

Jazz Combo

Venue

Stage Dimensions: This ensemble requires a performance area that is at least 20 feet wide by 16 feet deep.

Electrical Power: This ensemble must have access to two independent 120-Volt, 20-Amp circuits. These must be on a public power source (no generators) and must terminate in common ground household Edison plugs (not GFCI). All circuits must also be grounded and accessible from the stage wings, no more than twenty-five (25) feet from the edge of the stage.

Chairs and Stands: This ensemble has no chair or music stand requirements.

Band Shell: This ensemble will use an acoustical shell if one is available on location, but is not required. All set up and tear down responsibilities for a shell are borne of the sponsor.

Dressing Rooms: One dressing room is required. The room should have clothing racks to hang uniforms, full-length mirrors, locking doors, and curtains if windows are present.

Lighting

Stage Lighting: Sponsor will provide an operator for the venue lighting system. Overhead stage lighting should be bright enough to read newsprint without difficulty. There should be no appreciable drop out or dark spots from wing to wing and from apron to backdrop. A lighting engineer or qualified representative of the venue should meet with the band's point of contact during set up to discuss lighting requirements.

Performance Schedule

The lengths of our performances vary depending on the type of event and are customizable to the sponsor's needs. Details of the performance can be worked out with sponsor and ensemble representative. We will begin setup approximately 90 minutes prior to the start time. Following the performance, the Jazz Combo will tear down and load their equipment. Allowing for this time, house personnel should be prepared to stay at least one hour after the concert's end in order to secure the building.