

## **SCUNA COMMITTEE MEETING 28.9.07**

### **1. Presents**

Jesse, Will, Ada, Ramana, Michael, Helene

### **2. Publicity**

Additional posters to print, plus flyers.

Bring tickets for choir and orchestra to take away and sell before 17<sup>th</sup> October.

List of concerts at which we can give flyers from now to our concert.

List of places in Canberra where we can put posters. Same for Goulburn.

Prepare paragraph on how great our concerts are going to be.

Call radios/newspapers when we all agree on text.

Send invitations with free choir concert tickets.

### **3. Front of House at concerts**

Ada will organise: 4 people each night of the concerts (that do not sing). They will have to be responsible for the cash box, the pre-purchased tickets, placing/orienting people when they come in, indicating toilets/no food inside/etc. signs beforehand, selling (gold coin donation?) programs.

Will will do the Front of house at the orchestra concert.

### **4. Concerts budget**

Ada will do an estimate budget of the concerts.

Vocal soloists are \$1200, professional orchestra are about \$2000, presents about \$150, truck \$320+petrol, music stands \$40, venues \$600+10% Goulburn entries, risers \$500 max.

### **5. Programmes**

Will to do programmes (need to be ready at least a week before concerts).

### **6. Recording**

Jesse to organise with ArtSound.

### **7. Dress Code/Call**

Black bottom and white top, with black accessories for the "despair" part. All black for orchestra.

Call for choir is 6:30pm before each concert (for a start at 8pm).

Call for soloists and orchestra is 7pm.

### **8. Venue St Saviour's**

Helene visited the cathedral. Not as big as expected, orchestra will have to be on the side.

### **8. After concert party**

Michael to go and check last venue (walking distance from St Christopher's) – confirm soon.

### **9. Orchestra concert**

SCUNA members don't pay.

## Action List

### ALL:

- Make sure all parts have at least 1 extra hour of sectional organised before concert.

### Jesse:

- Email Midi files for Zadok and Purcell to Ramana (to put on website for choir)
- Book a rehearsal room for choir+orchestra for Dress rehearsal on Thursday the 18<sup>th</sup> of October (Same as usual if possible) – Confirm ASAP
- Organise recording of St Christopher's concert
- Prepare map of Goulburn church + indications to car park with Helene
- Organise publicity in Goulburn with Will

### Helene:

- Send soloists name+exact part to Will
- Send list of desired presents (wine or flowers) to Jesse
- Book risers/stands.
- Get details about CSO concerts with Ed
- Organise lifts for Goulburn concert
- Organise helpers for concerts
- Write to soloists and orchestra for call details + extra rehearsal when Jesse confirms booking
- Print A4 posters

### Will:

- Write paragraph for Scuna publicity (newspapers, radio, etc.) for next meeting
- See if we are members of ArtSound FM (call them)
- Write invitations, give 2 choir concert tickets to each
- Have the programmes ready for 11<sup>th</sup> of October
- Print more posters and flyers
- Prepare list/table of all concerts until 19<sup>th</sup> Oct. Get people to hand flyers at each of them (lots of begging involved)
- Prepare list of all places in Canberra where we can put posters (all commercial centres, all churches, all shops, etc.). Have it ready for Wednesday so at break people can put their name in front of places when they take posters.
- Organise publicity in Goulburn with Jesse.
- Prepare proper table for tickets that we give away.

### Michael:

- Check after-concert party venue, book/arrange/organise (for Saturday night only)

### Maddy:

- Update rolls and send copy to Helene to check who can/can not sing for now

Ramana:

- Improve “mailing list” on website so people know they can’t join that way
- Put midi files of all music on website once received from Jesse & Helene
- Convert them to MP3 if possible as well

Sandie:

- Organise black folders distribution + pick up music after both concerts

Ada:

- Organise front of house: find people, make sure everyone knows what to do
- Prepare budget for concerts