

Agenda

SCUNA Orchestra concert sub committee

29th May Sizzle Café, ANU 6pm [Minutes](#)

1. Welcome. [Attendees: Sue, Luke, Nat, Susannah, Petra, Fiona](#)
2. Apologies
3. Publicity
 - Additional posters/flyers needed to be printed
[Susannah arrived with stack of posters and flyers](#)
 - Poster runs
[Orchestra will put up posters around uni straight after this Sunday's rehearsal \(3rd\)](#)
 - Handing out flyers at concerts
[Targetting CIMF concerts](#)
 - Artsound details confirmed
[Thursday 7th May, 12:15. Luke, Susannah, Sue. Susannah to find out where](#)
 - Anything else
4. Programs
 - Formatting of Brahms ad on back page
[deferred](#)
 - SCUNA blurb approved
[deferred](#)
 - Musical notes (from Luke)
[Will be emailed to Sue by Mon 4th, with names of extra players](#)
 - Printed and photocopied by 6th May
[To be done during the day on 6th of May](#)

5. Extra players and budget

Luke has put up posters around the School of Music calling for players. We need to find 3 violinists. The maximum spending on musicians is 400

6. Timesheet run through

See attached

7. Confirmation of stage hands/helpers

Peter Stewart, Andrew Schuller, Steven Strach (thanks Petra)

8. Front of house

Fiona and John. Fiona was given the timesheet, John knows to arrive at 1400. If the tables provided are big enough, Ben and Tessa from the orchestra will be helping. A complete front of house package will be provided by Sue, including bound tickets, programs, signs to put up, a highlighted time sheet, specific instructions (if needed) and a \$300 float will be organized by Nat

9. Timpani transport

Nat will drive Sue's car with the towbar for the trailer (as Sue readily admits defeat to such a task). Arrangements are being made with Steven Strach as to the time of pick up –hoping for 12:30. Sue will track down a tarpaulin, rope and some cushioning material. Two timpani will be needed, a C and a G

10. Refreshments (audience and orchestra)

Susannah or Alice will bake to provide the treats. Sue will get the tea and coffee, sugar, cups and also backstage snacks for the orchestra. The church foyer has continuous boiling water facilities so no need to arrange kettles or urns. Gold coin for tea, coffee or juice. Any two for \$5 for treats

11. Opening speech: rehash of press release, Luke or guest speaker

Quick 2 minute intro outlining parts of the press release before Luke enters the stage by our guest speaker, Jesse Kennedy

12. Tickets

- Formatting

Changes made

- Sent to Wesley with thank you card

Not necessary, as advised by Wesley. Thank you card will still be sent in the week following the concert

13. Post concert dinner/after party

Sue will book appropriate numbers obtained from rehearsal at Antigos in civic

14. Post concert tasks (sheet music, membership interest etc)

deferred

15. AOB