

PERFORMER CHECKLIST

FOR DISTRIBUTION TO ALL PARTICIPANTS

MUSIC

Performers are responsible for the following:

- Buying their own music and having all measures labeled prior to the residency (if applicable).
- Having the music in a black folder or binder unless performing from memory.
- Having a pencil to write with for all rehearsals.

REHEARSALS

- On your rehearsal schedules you will see the phrase “call time.” This is the time that you are to arrive at the designated venue. Call times have been assigned in order to assure that the rehearsal’s *downbeat* is on schedule, please arrive exactly at your call time. Early entry will not be possible due to other rehearsals.
- Please bring your own bottled water to rehearsal. We cannot guarantee that all rehearsal venues will have water stations available.
- No outside food or drink is permitted in any of the rehearsal venues (this includes coffee, juice, soda, sandwiches etc.). Small prepackaged snacks for breaks are acceptable.
- DCINY will provide badges to all registered Performers with black lanyard. Please wear this badge at all times for DCINY events.

CONCERT ATTIRE

(Unless alternate dress has been announced)

MEN

- Black tuxedo/suit with white tuxedo shirt or dress shirt, black bow tie (vest or cummerbund optional). Polished black dress shoes with black socks.
- No gym shoes.

WOMEN

- Long, all-black concert attire with a moderate neckline. All sleeve lengths are acceptable, but **shoulders must always be covered**.
- Skirt or dress should be floor, or ankle.
- Black stockings or leggings should be worn.
- Side or front slits are inappropriate; however, back slits are permitted.
- Any pants should be dressy evening wear.
- Black dress shoes which are comfortable to stand in for a long period of time.
- Please accessorize conservatively and formally. Use soundless jewelry and limit jewelry selection. Do not wear anything too sparkly or that may reflect the stage lighting, as it can become distracting to other performers.

PHOTOGRAPHY & VIDEOGRAPHY

- Photography/videography is permissible at the chorus rehearsals only. Please photograph unobtrusively and without flash. We encourage you to share your photos and videos with us using #DCINY on social media.
- There is NO PHOTOGRAPHY or VIDEOGRAPHY permitted by performers or audience in any of our concert venues due to their enforcement of copyright regulations and legal restrictions.
- DCINY has made special authorized arrangements for an archival photographer to be present to take performance photos. Your director will be emailed a photo link 2-3 weeks after the performance allowing you to view and purchase concert photos.
- Upon signing a release with the concert venue, the director of groups of 10 or more will receive one Archival DVD of the performance which may NOT be broadcast or duplicated.

BACKSTAGE AT THE CONCERT VENUE

- There is limited seating backstage so please leave the seating available for those who truly need it.
- These rooms are shared by multiple performers participating in the concert and there is limited security. Additionally, there is no storage space backstage. No bags of any kind, this includes, but is not limited to purses, backpacks, clutches, fanny packs etc. are allowed backstage on Concert Day. This includes BOTH General Rehearsal (Sound Check) and the performance.
- Any small valuables that you can keep on your person or in your music folder is acceptable. Do not leave any valuables backstage. Concert Venues and DCINY are not responsible for the loss or damage of any personal property. You may leave valuables in your hotel room, with a VIP or a non-performing member of your group. This includes, but is not limited to purses, clutches, cell phones, wallets, fanny packs etc.
- Due to limited space and time backstage, you may **NOT CHANGE CLOTHES** at the concert venue. Please arrive in concert dress for the performance.

GENERAL REHEARSAL (SOUND CHECK) AND PERFORMANCE

Once the performer is onstage for General Rehearsal (Sound Check) and performance here are some key points:

- Wear comfortable shoes, as you will be standing for long periods of time.
- There are NO CHAIRS for the General Rehearsal (Sound Check) or performance. For persons with a valid medical or mobility issue, a chair will be provided during the General Rehearsal and Performance only with advance notice. This should be notated on the official attendee roster prior to arrival through your director or your main DCINY point of contact. Because of limited availability, there are NO EXCEPTIONS!
- Performers who opt to sit will be placed in the front row and must remain seated throughout the entire general rehearsal and performance.
- In the concert venue, disposable water bottles are only permitted backstage; water is NOT ALLOWED ONSTAGE at any of our concert venues.
- There are no purses or bags on any kind allowed onstage.
- Do not wear perfume or cologne and limit scented products out of respect for others with allergies, asthma etc. Deodorant is highly encouraged.
- Make sure to hydrate and eat healthy prior to arriving on concert day.

CONCERT TICKETS

- Tickets are generally on sale 60 days prior to the concert date directly from the concert venue by phone, internet and walk up box office. Contact BOXOFFICE@DCINY.org for more information.

POST-CONCERT RECEPTION

- Receptions are normally held within walking distance of the concert venue. The address of the reception venue is printed on each registered performer and VIP Patron's DCINY badge, and DCINY Production staff members are available for directional assistance. New York City transportation (taxi, subway, bus) is always available should anyone choose not to walk.
- Due to limited capacity of our reception venues, the reception is closed to the public. Invitation included in the concert registration fee for all registered Performers and VIPs. Guest Conductors, soloists and other special guests will attend, along with members of the DCINY staff.
- You must have your security badge to enter.
- This is a seated dinner where all registered people have an assigned seating area in order for them to enjoy their meal together. Once you are done eating, mingling with your fellow musicians is encouraged!
- We serve a full buffet style dinner that includes salad, a wide array of main courses, sides, and desserts, and soda, water, coffee and tea, and an open bar for those 21 and older (with wristband and ID).
- The reception immediately follows the concert and lasts for approximately 2 hours. All performers should proceed directly to the reception venue following the concert in concert attire.

DCINY CONTACT LIST

MARKETING & PROMOTIONS: MS. ANDREA MACY; BOXOFFICE@DCINY.org; 212.707.8566 EXT. 307

PRODUCTIONS: MS. TABITHA GLISTA; PRODUCTIONS@DCINY.org; 212.707.8566 EXT. 303

CONCERT OPERATIONS: MS. MARISA TORNELLO; OPERATIONS@DCINY.org; 212.707.8566 EXT. 305

SEE FULL LISTING OF THE DCINY TEAM AT WWW.DCINY.ORG