

Event Checklist

The following is a useful checklist to make sure we share important information and help your event run as smoothly as possible.

Check
✓



Directions/Map

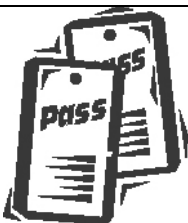
Please provide driving directions to your event site. You can jot your directions on a piece of paper, or if a map is available, you can attach it to the contract or send it separately to us via E-mail at <mailto:calamityjazz.com>, or “snail mail” at...

Calamity Jazz
811 Skipper Ave.
Eugene, Oregon 97404



Parking, Permits and Unloading

Please tell us the best route to and location for parking our vehicles. With large instruments and PA equipment, we request consideration for unloading and reloading. If parking, or other entry permits are required per vehicle, please send them to the above address. Note that we do try to carpool, however, there are eight musicians in the full band, arriving from several different cities. As a general rule, we'll require direct loading access at the venue(s) for at least two vehicles.



Event Passes

Does entry to your event require a ticket, pass or other admission? We'd request that, if possible, you could send along any passes well in advance of the event to make sure there'll be no delay in getting the music started. We'd also like to inquire if passes for significant others or guests of band members are included/available and, if so, in what amount?



Instrument & Case Storage

Do you have a location adjacent to your stage or performance area that will allow band members to stow their instrument cases and personal belongings? If they need to be left unattended for any period of time, we'd prefer a locked room. If space will not allow for an instrument room, a large sturdy table behind or near the stage would be appreciated to help us keep the performance area uncluttered.



Meal Accommodations

Do your plans include providing any food for the band? We're sincerely not asking to impose on your hospitality, but realizing long performances may straddle mealtimes, want to ensure our band members are allowed an adequate opportunity to nourish themselves before or between performances. Keep in mind at early evening shows, for example, they may be coming directly from a day job or a long drive without having a chance to eat a meal, and could be “running on empty” as they're entertaining for a sumptuous dinner function.



Beverages

Nah, we wouldn't expect you to tap a keg or uncork that special magnum of champagne just for the band ...but a pitcher of water and some cups would be nice. Our horn players especially appreciate a chance to regularly “wet their whistle,” as playing music can be thirsty business. Please let us know if you have any special bar rules or privileges for your performers.



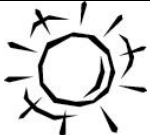
Time Schedule

If your event requires music to start and stop at intervals, it would be helpful if a written copy of your schedule could be advanced to the band. Again, this information could be sent along with your contract, or sent separately to the address above. If you'd like to indicate different venue locations and a multiple set schedule for the band, please provide.



Power Source

Unless you've requested to have us to play completely acoustically (without amplification), we'll need at least one standard 110V (household-type) grounded power outlet adjacent to the performance area.



Sun/Rain/Wind Protection

It's very important for us to take care of our instruments, as they're the irreplaceable "tools of our trade." For outdoor venues, please ensure we'll have adequate protection against sun, rain and wind. Typically, this can be a tent, sheltered canopy, covered porch, etc.



PR materials

Do you need more information or photos of the band? Please visit our website at: www.calamityjazz.com for biographies of our players, our band mission statement, graphic files you can copy, etc. We'd also be happy to "snail mail" photos, demo CDs and other PR materials to you upon your request.



Stage Dimensions/ Sound System Layout

See the figure below. We hope you'll find our typical full band (8 musician) layout helpful in setting up for your function. It provides a ball park estimate of space, as well as some details for sound technicians should you be providing the sound system.

