

### In-Person Dates

Rehearsals: 10 rehearsals, Tuesday evenings, 7:30 – 9:30 pm in Arlington, MA  
 Soloist auditions and rehearsals 6:45 – 7:30 and 9:30 – 10 pm some nights  
 Fall season: Sept – Nov      Spring Season: Mar - May

Sectionals: 2 non-Tuesday evenings, 7 – 9 pm in Arlington, MA  
 One week apart, usually between the 3<sup>rd</sup> and 5<sup>th</sup> rehearsals.

Band attendance at rehearsal #9

Tech/dress rehearsal with band: usually a weeknight in the days before the concert.  
 7 – 10 pm, at the concert hall.

Concert: one or two performances 7:30 – 9:30 pm. Concert hall may be Cary Hall in Lexington or other.  
 Call time 5:30 pm. 15 minute intermission.

Potluck: Tuesday following the concert weekend. 7- 8 pm on Zoom or 7 – 9 pm in person in Arlington.

### Pre-Season Planning

|                            |  |
|----------------------------|--|
| <b>4 Months Before</b>     | Meet with Programming Committee to discuss possible musical plans for the season; themes, song selections, guest artists, opportunity for soloists, arrangements, octavos, musicians, etc. Contact guest artists for availability and fee that fits in the budget. |
| <b>3 Months Before</b>     | Finalize theme and guest artist with Programming Committee. Negotiate contract with guest artist including fee, responsibilities, deliverables, and timeline.  |
| <b>2 Months Before</b>     | Negotiate contract with rehearsal pianist, and concert instrumentalists, including fees, responsibilities, deliverables, and timeline.<br>Order octavos, make arrangements, pay royalties, obtain licenses.  |
| <b>1 Month Before</b>      | Prepare learning tools, usually practice audios for each voice, for singers, music for instrumentalists.   |
| <b>Due by</b>              | <b>Admin, Programming Chair or Publicity Chair will contact Music Director for all of the pieces below.</b>  |
| Season minus 8 weeks       | Season Artwork collaboration begins (Music Director, Admin, Publicity, and Graphic Artist), to be completed by Season minus 4 weeks.   |
| Season minus 6 weeks       | Music Director will be contacted by email for thoughts about the music/ ideas to help develop engaging and accessible <b>call-for-signup blurb</b> for Mystic community.   |
| Season minus 4 weeks       | Music Director will be contacted by email for flyer Blurb/Revised Description on website - geared towards audience. Publicity will use season info from signup blurb to prepare this and submit to Music Director for input on final copy.                         |
| Season minus 4 weeks       | Music Director will be contacted by email for any Octavo orders, royalty payments  |
| Season minus 4 weeks       | Solo Audition Dates Confirmation (Producers)   |
| Season minus 4 weeks       | Sectional/Snow Make-up Dates Confirmation (Programming)  |
| Season minus 3 weeks       | List of songs, names of any guest artists to help build content for press release for call to signup. (Publicity)  |
| Season minus 3 weeks       | Music Director submits updated bio and publicity photo (Publicity)   |
| Season minus 2 weeks       | Music Director submits Music Packets/MP3's (Admin)   |
| weekly - by Friday morning | Music Director submits weekly News & Notes Blurb beginning week before 1st rehearsal (Admin)   |

**Concert Program Deadlines - time line with specific deadline dates provided 1 week before rehearsals begin**

|                               |   |
|-------------------------------|---|
| <b>Approximate time frame</b> | Required pieces for program – Music Director Bio, Welcome Message, Song order, Soloist names, Band names  |
| Second rehearsal week         | Music Director begins work on those sections of the program that he/she can do first (welcome message to audience & bio). The deadline for these sections is 4 <sup>th</sup> rehearsal week.  |
| Friday after 2nd rehearsal    | Music Director submits welcome message and any bio changes for the program to Producer. Also if any of the following is ready, he/she will also submit the complete song list, soloists, the musicians’ names, and any sing-a-long words. If not complete yet, he/she can send this info to Producer as he/she develops it, up until the final deadline of rehearsal 5. |
| Monday before 6th rehearsal   | Music Director sends all remaining info to Producer that has not already been sent (musician & soloist names, sing along words, etc.)   |
| <b>Financial Deadline</b>     | Music Director submits exact names of musicians and guest artists and the amounts they will be paid. Checks will be created using this information. Note that all will be required to fill out a W-9 form. (Treasurer)  |

**Concert Video collaboration**

|                               |  |
|-------------------------------|--|
| within 2 weeks after concerts | Review, direct corrections, approve Eric’s mixes |
| 3 weeks after concerts        | Review and approve video-sound mix               |
|                               |  |

**EXAMPLES OF SIGNUP AND AUDIENCE BLURBS**

|  |  |
|--|--|
|  |  |
|  | <b>2016 SEASON DESCRIPTION AND REGISTRATION/WEB BLURB FOR REGISTRATION</b>   |
|  | Mystic Gospel 2016 registration is now open. We hope that you will join us as either a singer or an audience member. Please sign up now to reserve your place in the chorale. Experience the joy and power of gospel music with 275+ voices under the direction of award-winning director and composer Jonathan Singleton.   |
|  |  |
|  |  |
|  | <b>2016 POSTCARD BLURB/WEB BLURB FOR AFTER REGISTRATION CLOSES</b>   |
|  | The Mystic Chorale, one of Greater Boston’s favorite community choruses, presents its annual Gospel concert. Led by award-winning conductor, Jonathan Singleton, the 250-voice-strong chorale and band will present two joyful and spirit-filled concerts. Mystic Gospel features the Mystic Chorale singing an eclectic mix of music rooted in the African American gospel tradition. |
|  | Our energizing 2016 program includes contemporary gospel by such artists as Hezekiah Walker, Martha Munizzi, and Richard Smallwood; the Duke Ellington classic, “Come Sunday”; a choral version of the rousing spiritual, “I’m Gonna Sing”; a South African-flavored arrangement of the well known “Khumbaya”; and much more!  |
|  | <b>Based on FY2022-23 Programming Budget</b>   |
|  | Octavos \$ 1,500   |
|  | Rehearsal pianist \$ 900   |
|  | Concert Instrumentalists \$4,000   |
|  | Guest Artists varies by season   |

