

**Hartford Symphony Orchestra's**  
**• 2014-2015 •**  
**SMALL ENSEMBLE POLICIES & REQUIREMENTS**

**CANCELLATIONS AND DATE CHANGES - INFORMATION & TERMS**

All cancellations must be received in writing through fax or mail no later than six weeks prior to the concert date. Any cancellations after this date will not be refunded and you will be held financially responsible for the payment. All date changes must be received in writing through fax or mail no later than six weeks prior to the concert date. Rescheduling is at the discretion of the Symphony.

**CONFIRMATION:** The symphony will contact the school through email one week prior to each performance. Written confirmation will be emailed at the time of booking.

**SCHOOL CALENDAR:** Performances must be entered on the school calendar, so that the principal, teachers, and school staff have a record of the performance and classroom location.

**TIME CHANGES:** Due to contract obligations the Symphony is limited to certain times during the weekday that a performance can be scheduled. Schools may change the time of a performance if the change is made 4 weeks prior to the originally scheduled date and time. If a performance start time is delayed due to late student arrival the Symphony cannot extend the performance time and will adjust the intended program for the reduced time.

**WEATHER:** Performances that are scheduled during bad weather resulting in the delay or cancellation of school will have priority rescheduling if dates are available from the Symphony.

**TEMPERATURE:** Room temperatures for all performances must maintain a range between 68 and 78 degrees Fahrenheit at all times. This is for the protection against damage to the instruments. If the temperature does not fall in this range at the time of equipment arrival the performance must be cancelled (under contract obligations). Rescheduling is solely at the discretion of the Symphony.

**ACCEPTABLE PERFORMANCE SPACES INCLUDE:**

- Auditorium
- Gymnasium
- Cafeteria
- Classroom or activity/reading room.

For a jazz ensemble a larger space is more appropriate due to the equipment involved and the sound level.

**AUDIENCE SIZES:** To ensure that both students and musicians have an interactive learning experience, the audience size may not exceed 200 students. The Jazz Ensemble can accommodate more students. Please contact the symphony if you have any questions.

**EQUIPMENT REQUIREMENTS:**

- For Auditorium performances, the school is responsible for having a microphone available and ready to use.
- An electrical outlet in the performance space for any electronic needs.
- Stands for each musician (2-5 depending on group) in the performance space.
- Chairs (adult size, armless) for each musician (2-5 depending on group).

Hartford Symphony Orchestra  
166 Capitol Ave  
Hartford, CT 06106  
860-760-7328

Contact **Benjamin Hosig**, Manager of Education & Community Engagement at 860-760-7328  
for questions about facility and equipment requirements.

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**PERFORMANCE PREPARATION:** Students must be in their seats 10 minutes prior to the beginning of the program. **Teachers must be in attendance with their classes at the performance.** Any person attending a performance late, leaving early, or otherwise getting up during a performance is disrupting to the performers as well as diminishing the quality of the experience for the other students. All personal student needs must be met before arrival to the performance. If you know ahead of time that your group will need to leave early or arrive late, it is important to sit at the back of the performance space and proceed as noiselessly as possible out of consideration for fellow audience members.

**EVALUATIONS:**

The symphony relies on various organizations to fund the Symphony in the School's programs. In order to continue to make these programs available to schools we request feedback in the form of letters and student responses. Guidelines for this can be found in the Teacher Curriculum.

**RECORDING:**

All audio and visual recording devices are **strictly prohibited.**

*(Please note: The purpose of these requirements is to ensure that both the students and musicians are given the most optimal professional experience available outside a concert hall. Bringing the Hartford Symphony into the school setting is a unique experience for students and one in which we are proud to offer.)*

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