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*“Performing the Classical Music of the Americas”*

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## GUIDELINES

The board of directors of the Cayambis Institute (CILASiM) is pleased that you will be a part of the Cayambis Sinfonietta and appreciates the skills and talents that you will be sharing with the other members of the ensemble. To not only maximize your experience as a member of the Sinfonietta, but also, to ensure that the ensemble is able to operate at its very highest level, we have prepared the following guidelines for your review. Please read these carefully.

## COMPENSATION

**1. Base Orchestral Rates** Musicians must report at least 15 minutes before the start of an engagement. Failure to comply may result in charges against the offending musician, based on the pro-rated amount of the individual musician’s per service fee.

- a. Service (for a concert, or a rehearsal that does not exceed two and one-half hours in length): \$132. For each rehearsal, one fifteen-minute break shall be given.
- b. Overtime pay per 1/4 hour: \$15.
- c. School show (typically to last no more than one hour): \$120.

### 2. Premium Rates

- a. Concertmaster: 9 to 14 players, add 20% to the base rate; 15 or more players, add 25%.
- b. Principal players (for the foreseeable future, this would only be first horn and first percussion): add 10%.
- c. Doubling (for the foreseeable future, this would only be flute/piccolo): add 10%.
- d. Cartage. A musician required to provide an individual instrument listed below shall receive at least the minimum amount listed below per each required move of that instrument. First move-in and last move-out shall be considered one move.

Cello .....	\$15.00
String bass .....	\$20.00
Percussion (snare, cymbals, etc.).....	\$30.00

- e. Librarian (to oversee music preparation and to collect parts immediately after the final service), \$30.00.
- f. Contractor/leader: at least double the base orchestral rate.

## ATTIRE

### 1. Formal concerts

- a. Black suit, white shirt without ruffles, long black tie (no bow ties!), black tuxedo pants. Black dress shoes, long all-black socks.
- b. Long black dress with wrist-length sleeves; or, long black skirt and black blouse with wrist-length sleeves; or, black pantsuit. Dress shoes (no boots!). “Long” will be defined as ankle length or longer when sitting, with black hose or knee-highs. Choose formal and comfortable black clothing and black dress shoes (no boots!). Avoid glittery jewelry and any other accessory that reflects stage lighting.

### 2. School shows

CILASiM will provide performers with an embroidered polo shirt. In addition, please wear jeans (without holes or patches) and brownish loafer-type shoes.

## LOGISTICS

**1. Mileage (per mile over 50 miles).** CILASiM would like to encourage musicians to carpool. This is not only beneficial for the environment, but also, in doing so, carpooling helps to reduce the overall expense of organizing concerts and other events. The music director reserves the right to coordinate and/or assign passengers to vehicles so as to minimize said expense.

Vehicle operator mileage shall be calculated for those musicians who live over fifty miles away from the location of the first service, and are based on the total distance between the residence of the vehicle operator and the location of said service. In the event of a tour lasting at least three days or more, point-to-point mileage from each service to the next will be paid to the vehicle operator.

- a. Vehicle operator .....65.5 cents per mile

**2. Lodging:** CILASiM will pay for lodging in double rooms that will be shared by two musicians in each room. The music director will make every effort to coordinate room assignments to ensure the comfort and satisfaction of each member.

Musicians who prefer private accommodations are responsible for booking and paying for these.

**3. Per diem.** CILASiM will pay the full daily amount of \$59.00 when that day is neither the first nor the last day of travel. The amount to be paid on the first and last day of travel equals 75% of the above-mentioned amount.

## MISCELLANEOUS

**1. Photography and Audio/Video Recording.** CILASiM reserves the right to use any photograph or video taken at any Sinfonietta event without the expressed written permission of those included within the photograph or video. This material may be used in publications or other material produced, used or contracted by CILASiM. To ensure the privacy of individuals and children, images will not be labeled using names or personal identifying information unless written approval is provided to CILASiM by the photographed subject, parent or legal guardian.

**2. Library Policy.** CILASiM will provide musicians with legible and complete parts at least twenty (20) calendar days prior to the first rehearsal for which the parts are needed.

All bowings and divisi assignments will be marked as determined through a collaboration between the Librarian, string principals (first second violin, first viola, etc.) and the Concertmaster.

Music should be returned to the Librarian after the final service. Failure to do so may result in the assessment of a replacement cost.

**3. Force majeure.** CILASiM may cancel or reduce the number of previously scheduled services in the event of: material damage by fire or otherwise to the hall or halls in which the SINFONIETTA prepares or presents its concerts, prevention of the continuance of same by legal authority, acts of God, or *force majeure* not within the power of the parties to avoid, war, riot, insurrection, epidemic, or national or local calamity to the extent that such cancellations or reduction of services is necessary as a result of the reasons above.