



*Exploring our heritage
Shaping our community*



America the Bountiful

Entertainment Committee Guide for 2005

Deadline: April 1, 2005

The entertainment committee recruits local talent to “warm up” the Chautauqua crowd before each evening’s main performance on Tuesday through Saturday. Entertainment after the tent raising on Monday is optional but always makes for a nice evening for the volunteers especially if food is being served. Please finalize arrangements for evening musical entertainment to appear each night by the deadline to ensure that the names of the entertainment groups or individuals will appear in the printed schedule flyers.

One committee member should be assigned to be on hand for each evening’s set-up an hour before the scheduled start of the musical program. The Chautauqua Road Manager and Technical Director also arrive an hour early to help set up.

Length of program: 30 minutes (a longer entertainment period is possible but should be discussed and agreed upon with Kathryn Ballard before April 1, 2005)

On Monday night the music takes place after the tent-raising, length of program is optional and neither the Chautauqua stage nor the sound system is available. Tuesday through Saturday, the music program lasts 30 minutes, from 7:00 – 7:30 p.m., and ending on time to allow a 15-minute intermission to re-set the stage before the main program. If you choose to have a longer entertainment period, the additional time will be added on to the front of the evening. Intermission will remain at 7:30 p.m. with the scholar going on at 7:45 p.m. The designated member of the Entertainment Committee for that evening is responsible for giving the performers a “two-minute warning” to assure that they don’t run over and delay the scholar’s presentation.

Relationship of Chautauqua Technical Director to the Musicians

The Chautauqua Technical Director is in charge of managing musicians’ technical needs and will function as the Technical Director of the music segment of the program. The Technical Director will be in direct communication with the head of the Entertainment Committee (and the musicians if need be) before the Chautauqua tour begins to discuss logistics. Direct communication will assure that everyone understands the limitations and needs regarding electrical outlets, sound system and stage.

If the musicians need chairs, stools, or music stands, it will be the responsibility of the Entertainment Committee to provide them.

Electrical Outlets for Musicians

One (1) electrical outlet capable of providing only 10 amps of 115-volt power will be provided at one of the back corners of the stage. **The four (4) circuits mentioned in the Grounds Committee manual are reserved for other Chautauqua needs and will not be available for the musicians.** The Entertainment Committee should work with the Grounds Committee if an additional power supply is needed for the musicians. The Technical Director should be consulted to approve all additional power runs.

What Sound Equipment is provided?*

This is one of the three categories of the Chautauqua festival in which the host community has the option to provide a sound system (which meets our specifications) at no cost to the MHC as an In-Kind donation in lieu of a portion of the cash contribution to the Council. The value of this In-Kind contribution is approximately \$1200. If the host community chooses to use this option, you will be asked to consult with the Technical Director directly for approval on equipment.

If the MHC provides the equipment, the Chautauqua sound system consists of:

- 4 Handheld wireless microphones
- CD/Tape player (may only be operated by the Technical Director)
- FOH mixing console
- Speakers to augment stage sound both inside and outside of the tent.

NOTE: NO monitors are provided.

NO input capability for additional microphones or instruments.

The entertainers are expected to provide additional sound equipment as needed. Or, the Entertainment Committee may arrange for additional sound equipment. Please make it clear when arranging for entertainment that the Chautauqua sound system is limited and may not be adequate to cover all of their needs. It will also be important to contact the Technical Director in advance to be certain the additional equipment will be compatible with the Chautauqua System.

Limitations of the stage

The stage is 8' x 16' and is not constructed to support a large group of people, such as a choir. It is 2' high, with steps on one side.

The stage is carpeted, and the carpet may not be removed. Be sure to let the musicians know they will not have a bare-wood surface. There is a step unit by which people get on the stage.

Masters of Ceremonies – who shall they be?

Arrange for an emcee at the Tent Raising and before each evening's performance. You have six opportunities to involve up to six special people:

- State Representatives and Senators, Congressmen, Mayors, or other elected officials are often gratified by the opportunity to mingle with the crowd and introduce the program.
- If surrounding towns are involved, arrange for an emcee from each town.
- Sponsors or representatives from donating organizations/foundations may also like the exposure and it's a good idea for them to see what their money is paying for.

Masters of Ceremonies – Duties

- Report to the Road Manager at the tent site at least 15 minutes before the evening's entertainment is scheduled to begin.
- There is no "script" for the Emcee to read on Monday at the Tent Raising unless requested. The person simply welcomes the crowd and introduces the Road Manager.
- Tuesday through Saturday, use the script provided to announce the local sponsors, provide information about housekeeping details at the site, and introduce the entertainment.
- After the entertainment, explain the daytime programs and announce the intermission. (This is all scripted)
- The Road Manager will provide the Steering Committee Chairperson with a basic script for the Emcees' use. This may be modified.
- Chautauqua staff will provide a lectern for notes and a microphone either on a stand or hand held depending on the emcee's preference.

In Summary

Establish a schedule of emcees and entertainers for six nights and transmit the schedule and a list of contact people and phone numbers to Kathryn Ballard by April 1, 2005. Include the name of the committee member assigned as liaison for each night.

If you make the April 1 deadline, the entertainers' name(s) can be included in the printed schedule flyers and publicity materials. Any additions or changes after April 1 have to be cleared with Kathryn.

* Each host community is given the opportunity to provide up to \$3000 in In-Kind from three set categories in lieu of \$3000 in cash contributions to the MHC for direct costs.

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