

Boston Early Music Festival

2017 SCHEDULING GUIDELINES FRINGE CONCERTS & COLLEAGUE EVENTS

updated January 13, 2017

PARTICIPATION CLAUSE

BEMF kindly requests that, when you publicize your participation at the Boston Early Music Festival, it is clearly noted that you and/or your ensemble are participating in the **BEMF Fringe Concert Series** and not the Festival proper. BEMF reserves the right to revoke a Fringe application and cancel subsequent listings in all Festival publicity, if a Fringe Concert listing appears as part of the official BEMF concerts. Thank you for your cooperation and understanding.

BEMF Artists who are involved in Festival Concert and Opera performances must get written approval from BEMF's Executive and Artistic Directors before planning a Fringe Concert. Thank you!

Please refer all questions relating to the logistics of planning and presenting a Fringe Concert to BEMF General Manager Carla Chrisfield (617-661-1812; carla@bemf.org).

REGISTRATION PROCESS

Prior to contacting your chosen venue, please refer to the Scheduling Guidelines on page three of this document, which clearly outline the specific hours each day of Festival Week during which Fringe Concerts may be scheduled to begin. Once you have settled on a potential day and time that falls within the guidelines, you should then contact your venue of choice (you may use, but are by no means restricted to, the list of suggested venues provided by BEMF), and make the necessary rental arrangements.

Please note: the Festival Week Schedule on page 3 of this document is current as of January 13, 2017. While we do not anticipate major changes to Festival Week, please be aware that we are still in the process of fine-tuning certain aspects of the schedule, and that this may result in a few hours of additional time during which Fringe Concerts may be registered, which had not been available previously.

REGISTRATION and FEES

A registration form, fee, and sample recording (for first time applicants) are required of all Fringe Concert performers. The registration fee is **\$300** per concert. If an artist or ensemble wishes to repeat this same concert (same repertoire, same personnel), the registration fee for subsequent performances of the same concert is **\$150**. However, if the artist or ensemble wishes to present a second concert for which the repertoire and/or personnel are not an exact repeat of the first, this concert would be subject to the full registration fee of \$300. The sample recording (MP3 files are acceptable) should be approximately 10 minutes in length and ideally feature a recent unedited performance by a majority of the performers listed on the Fringe Concert registration form, whenever possible. BEMF reserves the right to refuse any applicant based on scheduling or repertoire conflicts, or based on the applicant's sample recording. If you have any questions or difficulties providing a sample recording, please contact the BEMF Office. **The Fringe Concert Registration Deadline is Friday, April 14, 2017.**

VENUES

You may present your Fringe Concert at the venue of your choice, and a list of suggested venues is attached (**please note the restrictions below, concerning the rental of First Lutheran Church on Wednesday, June 14, and Thursday, June 15**). Please remember that it is your responsibility to contact the venue to check availability, reserve space, and make payment and rehearsal arrangements. In order to increase your audience, we recommend that you select a venue that is within a ten-minute walk from Copley Square or Jordan Hall. If you are not familiar with Boston and have questions about the location or suitability of a venue, please contact the BEMF Office.

REPERTOIRE

While BEMF encourages Fringe Concert applicants to present repertoire related to the Festival's theme, it is not mandatory. The theme of the June 2017 Festival is *Carnival*. Please refer specific repertoire questions to the BEMF Office. **Please note: issues related to licensing and to securing the rights to perform music protected under copyright is the sole responsibility of the individual Fringe Concert Artist or Ensemble. BEMF cannot assume responsibility for performing permissions.**

ADMISSION FEES

You may charge admission to your concert in any amount you choose, allow for discounts to certain types of audience members, request a voluntary donation, or present your concert free of charge. Typical admission fees range from \$10 – \$20, with \$5 and \$10 discounted tickets. **Please Note: BEMF will no longer advertise specific discounts in Fringe Concert listings.** If discounts apply, patrons will be encouraged to contact the individual Fringe Artist or Ensemble for specific information. Please be aware that the BEMF office is not able to process any type of payment on your behalf.

SCHEDULE LISTING

Your concert will be listed in the BEMF Fringe Concert Schedule, which will be mailed to all Festival advance ticket buyers, posted on the BEMF website, published in the 2017 Festival Yearbook, included with BEMF's press package to local, national, and international media, and distributed at the 2017 Festival and Exhibition. BEMF reserves the right to edit all Fringe Concert listings. Below is a sample listing:

12:00 NOON **Amphion's Lyre** (Elaine Vivar Blackford, *traverso*; Laura Gulley & Jonathan Friedes, *violin*; Audrey Markowitz, *oboe*; Mai-Lan Broekman, *viola da gamba*; James Meadors, *theorbo*; Hendrik Broekman, *harpsichord*). *On the Road from Lübeck to Leipzig: 17th- and 18th-century German Instrumental Music*. Works by Bach, Rosenmüller, Schickhardt & Telemann. Library at the Boston Center for Adult Education. \$15 suggested donation (discounts may apply). Phone contact for information; email contact for information.

ARTIST/ENSEMBLE BIO LISTING

Artist and ensemble bios will be listed in Fringe Artist and Colleague Directory in the 2017 BEMF Yearbook, and on our website, and will include a link to the artist's/ensemble's website, if provided. This listing must not exceed 100 words (*per group*) and is subject to BEMF's final edit. Please submit this listing by email along with your registration form.

ADDITIONAL PUBLICITY

You may promote your Fringe Concert in any other way you like, including renting a portion of the BEMF mailing list for postcard mailings (10 cents per name, one-time use) or placing a display ad in the 2017 Festival Yearbook (we offer a 20% discount on display ads for Fringe Concert presenters). Advertising materials are available on the BEMF website (www.bemf.org).

SCHEDULING GUIDELINES

Fringe Concerts may not be scheduled to begin less than **90 minutes prior to the start** of Festival Concerts and Opera performances, for **2 hours after the start** of a Festival Concert, or for **4 hours after the start** of an Opera performance. **As a general rule, no Fringe event may be scheduled after 6:30pm on any given day (BEMF reserves the evening hours for its main Festival Concerts and Events).** This policy exists for the sole purpose of increasing both of our audiences. A preliminary Festival Concert Schedule is listed below. Please contact the BEMF Office if you have any questions. Because of the high volume of Fringe Concerts taking place during Festival Week, **we recommend that your concert not exceed one hour in length.**

***Please note:** Fringe Concerts may not be scheduled at **First Lutheran Church** on Wednesday, June 14 or Thursday, June 15, so as to avoid being in conflict with the BEMF Organ Mini-Festival (June 15th) and its corresponding rehearsal day (June 14th).

Fringe Concert Scheduling Guidelines [the guidelines refer to when a Fringe Concert may be scheduled to begin]

Sunday, June 11

BEMF Concert Schedule: BEMF Opera at 3:30pm
Fringe Concert Guidelines: **No Fringe Events may be scheduled**

Monday, June 12

BEMF Concert Schedule: Festival Concerts at 5pm, 8pm and 11pm
Fringe Concert Guidelines: **Fringe Concerts may be scheduled to begin between 9:00am-3:30pm**

Tuesday, June 13

BEMF Concert Schedule: Festival Concerts at 5pm, 8pm, and 11pm
Fringe Concert Guidelines: Fringe Concerts may be scheduled to begin between 9:00am-3:30pm

Wednesday, June 14

BEMF Concert Schedule: Festival Concerts at 5pm, 8pm, and 11pm; BEMF Opera at 7pm
Fringe Concert Guidelines: Fringe Concerts may be scheduled to begin between 9:00am-3:30pm
***please note:** no Fringe Concerts may be scheduled at **First Lutheran Church** on Wednesday, June 14th [please refer to the note above]

Thursday, June 15

BEMF Concert Schedule: Festival Concerts at 5pm, 8pm, and 11pm
Fringe Concert Guidelines: Fringe Concerts may be scheduled to begin between 9:00am-3:30pm
***please note:** no Fringe Concerts may be scheduled at **First Lutheran Church** on Thursday, June 15th [please refer to the note above]

Friday, June 16

BEMF Concert Schedule: Festival Concerts at 5pm, 8pm, and 11pm; BEMF Opera at 7pm
Fringe Concert Guidelines: Fringe Concerts may be scheduled to begin between 9:00am-3:30pm

Saturday, June 17

BEMF Concert Schedule: Festival Concerts at 2:30pm, 8pm, and 11pm
Fringe Concert Guidelines: Fringe Concerts may be scheduled to begin between 9:00am-1:00pm & 4:30-6:30pm

Sunday, June 18

BEMF Concert Schedule: Festival Concert 12:30pm; BEMF Opera at 3:30pm
Fringe Concert Guidelines: Fringe Concerts may be scheduled to begin between 9:00am-11:00am