

GUIDELINES FOR HOSTING A SALON (Siberry style) (2 pages + 2 checklists)

WHAT IS A SALON?

ARTIST ARRIVES - 2 hours before concert
GUESTS ARRIVE - 1 hour before concert
CONCERT
RECEPTION

that's it!

HOW TO SEND A PROPOSAL

- 1/ description of location/room (photo helpful)
- 2/ piano or keyboard availability
- 3/ can you arrange a small sound system if req'd?
- 4/ estimated attendance
- 5/ proposed ticket price for your community
- 6/ accommodation availability at your location
- 7/ experience in organizing events

WHAT YOU'LL NEED TO HOST A SALON

- 'CONCERT' ROOM
- 'ARTIST' QUIET ROOM if possible
- SIMPLE SOUND SYSTEM?
- PIANO ?

WHAT HOST RECEIVES

(NOTE: HOST NEVER SPENDS MONEY ON HAVING A SALON!)

- **BUDGET UP TO 10% artist fee** for chair rental, flowers, hospitality, piano tuning if req.
- **LOTS OF HELP** (FOUR FREE TICKETS FOR HOST-HELPERS)
- **GUEST LIST** for family / friends
- **A NIGHT TO REMEMBER!**

WHAT ARTIST RECEIVES

- **FEE (goal = \$2000)**
- **ACCOMMODATION** if easily possible (in home)
- **TRANSPORTATION** from local train/airport if needed
- **EDUCATIONAL 1hr TOUR** of the city/area if time permits

ARTIST AND HOST DISCUSS FINANCIAL ARRANGEMENT

1/ ARTIST FEE FOR PERFORMANCE IN YOUR HOME

option 1: YOU CAN EITHER PAY ARTIST A FLAT FEE AND INVITE WHOMEVER YOU LIKE

or option 2: HAVE GUESTS BUY TICKETS.

[HOW TO CALCULATE TICKET PRICE = artist fee (goal \$2000) divided by # of SEATS minus up to \$200 in expenses. for example: (20 guests at \$100) (30 guests at \$75) (40 guests at \$50)]

2/ IS DISCOUNT REQUIRED BY HOST/GUESTS?

depends on community income, familiarity with artist, routing, etc.

3/ HOW TICKETS ARE PURCHASED (tbd - through host or artist (paypal/cc, etc))

PRIVACY

- your address will **not** be given to guests until they confirm/pay
- should you wish to do the salon without opening your home to strangers, we'll just put city/date and 'private' on artist website.

BALANCING A TICKET PRICE THAT RESPECTS THE ARTISTS HARD WORK AND VALUE

Every salon has opportunities for those who cannot afford a ticket to participate.

- **FREE BARTER:** FOUR HOST-HELPERS (get in for free) Their job is REALLY VIP! People are often uncertain entering a new environment and the four host-helpers make a big difference as they smooth the way, greet, direct parking, take coats, serve food, introduce people to each other, help tidy at end
- **FREE AGE:** CHILDREN AND TEENS (always get in for free, seating is on floor)
- **FREE FAMILY AND FRIENDS:** go on host guest list (# determined by seats free after paid guests)

ONCE HOST AND ARTIST AGREE TO DO A SALON

HOST CREATES THREE EMAILS (suggestions only)

1/ '**ANNOUNCEMENT**'

- **SALON NAME** (opt)
- **SALON DATE / TIME** (8pm unless arranged otherwise, doors open at 7 or 7:30)
- **INTRIGUING DESCRIPTION OF ARTIST AND WHY YOU'RE HAVING A SALON**
- **INTRIGUING DESCRIPTION YOUR SALON LOCATION** - what part of town, house style, etc
- **SEATING CAPACITY** (roughly)
- **TICKET PRICE / HOW TO RESERVE**
- **FREE BARTER TICKETS available for 4 'host-helpers'** (unless you've chosen your own)
- **FREE TICKETS for children and teenagers** (they sit on floor, bring cushion)
- **WHY IS TICKET PRICE SO HIGH?** (suggestion: offer awareness/education that it is a very special thing to attend an intimate event with a respected artist. If they complain, remind them of how much they paid for {____} tickets at a huge arena with no view, or the double-cheese pizza that made them puffy.
- **LINKS** to artist website, wiki or other links you think will be intriguing for guests
- **POSTERS** - jane will provide link - or find an image you prefer online.

2/ '**RESERVATION CONFIRMATION**'

- **DATE/TIME** 8pm unless arranged otherwise, doors open at 7 or 7:30
- **ADDRESS** directions, public transit, parking, perhaps your phone # for day of show
- **GREETERS** will be out front to direct them to park, entrance, say hello, etc.
- **DRESS SUGGESTION** elegant, original?
- **HOSPITALITY PROVIDED** what refreshments, goodies? BYOB?
- **CDS, SIGNING** after concert (if artist brings any) (welcome to bring past cds to be signed, also)

3/ '**PRIVATE REMINDER EMAIL TO ARTIST**' (this really helps the artist stay sorted on tour!)

- please make SUBJECT LINE: REMINDER FOR {ARTIST} / { SALON DATE} / {CITY}
- **WHO** (your names including children, animals, goldfish)
- **CONTACT INFO for phoning/texting, address, parking** if needed
- **REMINDER TO ARTIST** whether arrangement includes a **piano/keyboard, meal, accommodation, transportation, educational tour. ARTIST to send you their phone #.**
- **SONG REQUEST?**

OPENING GUEST SUGGESTIONS

Hosts are encouraged to have another artist play 3 songs before ARTIST'S concert (no break). Often children, teens or hosts perform. Doesn't have to be music. If they have cds, bring them to sell.

MUCH APPRECIATED HOSPITALITY FOR ARTIST BEFORE CONCERT

1/ private room for meditation/changing, mirror, hangers, iron/board if requested, wifi password, towels and access to washroom (sign on door of 'artist room' for privacy please)

2/ SPRING WATER with glass, lemon slices

3/ KETTLE

4/ MEAL (if arranged) (steamed green veggies and protein such as eggs, chicken or salmon, no red meat) NO CARBS (ie. KETO)

SUMMARY

IF YOU ARE HOSTING A SALON, **YOU** are part of a time-honoured way of sharing music you love with your community. **THE ARTIST** is part of a time-honoured profession of musicianship, story-telling and being a bridge to COMMUNION for us all. Once ARTIST AND HOST commit, the very best efforts will be made and all will be accepted with positivity.

DAY OF SHOW CHECKLIST (suggestion print-out)

salon room

- ___ chair/cushions
- ___ 2 or more lights for stage (on faces and eye-level or higher)
- ___ playback system for iphone music
- ___ piano (stage left if possible)
- ___ piano tuned (only if badly out!)

designate locations for

- ___ ticket-taking/paying
- ___ food
- ___ drinks
- ___ artist cd, merchandise

list of tasks for host-helpers

- ___ greeters in front for hellos, parking help, etc.
- ___ taking coats
- ___ serving food, drinks
- ___ taking payment
- ___ merchandise sales
- ___ someone to check on artist for needs every 15 min (VIP)
- ___ introduce people to each other

other

- ___ MAKE SIGNS: bathroom, coats, artists 'private' room, etc
- ___ sweep entrance for good energy
- ___ enjoy, discourage stress!
- ___
- ___
- ___

CONCERT DAY SCHEDULE (print-out)

- 6pm **ARTIST ARRIVES**
check/adjust with host the 'stage,' lighting, cd table, etc.
- 6:30 **ARTIST MEAL** in kitchen or 'artist room'
- 6:30 **HOST-HELPERS ARRIVE** delegations
- 7 **GUESTS ARRIVE** choose chairs, imbibe, jive
- 7:30 **CUP OF HOT WATER to Jane**
- 7:50 **'TIME TO BE SEATED'**
- 8 **HOST ANNOUNCES EVENING**
- 8 **OPENING GUEST PERFORMANCE**
- 8:15 **ARTIST PERFORMANCE**
- 9:30 **RECEPTION and cd signings**
- later **SETTLE** (expenses deducted, simple tally and envelope to
artist, cash preferred, bills orderly)
- 10:30 **END OF A DAY TO REMEMBER! (remember?)**