

# 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 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 in your location

7/ experience in organizing events

## WHAT YOU'LL NEED TO HOST A SALON

'CONCERT' ROOM

'ARTIST' ROOM

SIMPLE SOUND SYSTEM?

PIANO ?

## WHAT HOST RECEIVES

**(NOTE: Host should NOT NEED to spend ANY money to have a salon.)**

- **BUDGET UP TO \$200** 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**
- **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 divided by # of SEATS minus up to \$200 in expenses  
for example: (30 guests at \$100) (60 guests at \$50) (90 guests at \$25) etc.

**2/ IS DISCOUNT REQUIRED BY HOST/GUESTS?** depends on community income, familiarity with artist, routing, etc.

**3/ GUARANTEED BASE FEE?** (\$1000 usd or tbd)

**4/ HOW TICKETS ARE PURCHASED** (through host or artist's paypal, etc?)

## 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.

- **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
- **AGE:** CHILDREN AND TEENS (get in for free, seating is on floor)
- **FAMILY AND FRIENDS:** go on host guest list

# 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?** (awareness/education that it is an honour to attend an intimate event with a respected artist. if they complain, remind them of how much they paid for {\_\_\_\_} ticket 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

### 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 #.**

## **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** (specific to Jane Siberry)

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 veggies and vegetarian protein such as lentils or quinoa)

## **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 (if appl.)

## 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!**