

UNITED STATES PUBLIC HEALTH SERVICE
COMMISSIONED CORPS MUSIC ENSEMBLE
OFFICE OF THE SURGEON GENERAL
Performance Request Submission Process

Background

The United States Public Health Service (USPHS) Commissioned Corps Music Ensemble consists of groups located in Washington DC; Atlanta, GA; Butner, NC; and Dallas, TX. In addition, the Ensemble includes musicians located throughout the United States, outside of these regions.

All the musicians and support personnel in the Music Ensemble groups are active duty and retired USPHS Commissioned Corps Officers who volunteer their own time and resources to perform and support requests. The musicians and support personnel are *not* reimbursed for performance-related expenses.

Performances by the Music Ensemble usually include, but are not limited to, the National Anthem and the USPHS March. Given sufficient advance notice, any of the groups *may* be prepared to offer additional classical, patriotic, and/or popular musical pieces.

For more information, please visit the [USPHS Music Ensemble's website](#).

Performance Request Submission

Please submit the following Performance Request Form to the Ensemble at PHSEnsemble@hhs.gov. Typically, the Requestor will be given a definitive answer related to the Ensemble's availability to support the request within ten working days of receiving the completed Performance Request Form.

For performance requests with typical (non-complex) logistics (e.g., only choral or band request, retirement or promotion ceremony), requestors should submit the Performance Request Form at least 30 days in advance of the event.

For performance requests with complex logistics (e.g., joint choral/band requests, performances at conferences, concert series, and requests involving travel), requests should be made well in advance (i.e., three to twelve months in advance of the event).

To process the request in a timely fashion, the Requestor may be asked for additional information by the Ensemble. Furthermore, Requestors are encouraged to maintain contact with the assigned Ensemble Group Leader(s) after receiving confirmation of the Music Ensemble's ability to support the event.

Requestors should also be cognizant of the following:

- Performance requests received less than 30 days prior to the date of the event may be difficult to fulfill. The shorter the lead time of the request, the less likelihood of the Ensemble being able to accept the request.
- In rare cases, unexpected situations (such as deployment and inclement weather) may arise and affect the ability of the Ensemble to perform.

Frequently Asked Questions (FAQ)

Q: What types of events does the USPHS Commissioned Corps Music Ensemble support?

A: The Music Ensemble considers each request on a case-by-case basis. Many aspects of the request are considered, such as the venue, the availability of Music Ensemble members, the complexity of the request, and ethical considerations. The Music Ensemble has performed at events associated with the Department of Health and Human Services (DHHS) and non-DHHS organizations. The Music ensemble has supported many types of events, including promotion ceremonies, retirement ceremonies, conferences, and concerts.

Q: How do I obtain an update on my request?

A: Prior to receiving confirmation of the Music Ensemble's ability to support an event, please email us at PHSEnsemble@hhs.gov.

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Performance Request Form v2 (4.21.2023)

Today's Date _____

Basic Event Information

Event Name _____

Date of Event – Day of Week _____ Month/Day/Year _____

Event Start Time _____ Event End Time _____

Performance Start Time _____

Name of Event Location _____

Street Address _____

Building #, Room #, Auditorium, etc. _____

City _____ State _____ Zip Code _____

Requestor

Title _____ First Name _____ Last Name _____

Phone Number _____ Ext _____ Email _____

Sponsoring Organization and Points of Contact (POC)

Sponsoring Organization _____

Planning Point of Contact

If the organization's *planning* POC is the Requestor, click here: ____

If the organization's *planning* POC is not the Requestor, please enter information below:

Title _____ First Name _____ Last Name _____

Phone Number _____ Ext _____ Email _____

On-site Point of Contact – Day of the Event

If the organization's *on-site* POC is the Requestor, click here: ____

If the organization's *on-site* POC is not the Requestor, please enter information below:

Title _____ First Name _____ Last Name _____

Phone Number _____ Ext _____ Email _____

Requested Ensemble Group(s)

Please select all that apply and describe the location where the Ensemble group(s) will perform.

___ Choral

Description of Choral performance area

Choral group can warm-up in the performance area? ___ Yes ___ No

___ Ceremonial Band

Description of Ceremonial Band performance area

Ceremonial Band can warm-up in the performance area? ___ Yes ___ No

Ensemble Group Details

How many musicians can the performance space comfortably accommodate?

Select one for each Ensemble group requested above. Note: Band members need music stands and chairs, while Choral members stand side-by-side (in rows if needed).

Choral	___ ≤ 4	___ 5-8	___ 9-12	___ 13-16	___ > 16
Band		___ 5-8	___ 9-12	___ 13-16	___ > 16

If known, what is the Uniform of the Day? _____

Requested Music

Select all that apply.

National Anthem ___ USPHS March ___ Pre-program (prelude) music ___

Describe any music considerations in the space below

Other considerations

Is parking provided for free? Yes No

Is the venue accessible via public transit? Yes No

Other transportation/parking considerations

Was an Honor Cadre/Honor Guard requested? Yes No

If yes, what is the uniformed service of the Cadre/Guard? _____

Are microphones provided? Yes No

What is the time for the microphone sound check? _____

Is there a piano or keyboard available on-site? Yes No

Changing room details, if applicable _____

Master of Ceremony (emcee), if applicable _____

Other Relevant Information

Email completed performance request form to PHSEnsemble@hhs.gov.

Thank you for considering the USPHS Commissioned Corps Music Ensemble for your event!