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 USPHS Commissioned Corps Ensemble 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 Ensemble Groups are USPHS Commissioned 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 Ensemble usually include, but are not limited to, the National Anthem and the PHS 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, go to the USPHS Music Ensemble's website.

Performance Request Submission

Please submit the following Performance Request Form to the Ensemble Executive Administrative Assistant, request@phsensemble.org. Typically, the Requestor will be given a definitive answer related to the Music Ensemble's ability to support the request within ten working days (10 working days) of receiving the Performance Request Form.

Requestors should submit the Performance Request Form at least 30 days in advance of the event. For performance requests with complex logistics (such as joint choral/band requests, performances at conferences or for concert series, and requests involving travel), requests should be made well in advance (i.e. 3 to 12 months in advance of the event).

In order to process the request in a timely fashion, the Requestor may be asked for additional information. Furthermore, Requestors are encouraged to maintain contact with the assigned 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. The Music Ensemble considers many aspects of the request, such as the venue, the availability of Music Ensemble members, the complexity of the request, and ethical considerations. The Music Ensemble has supported 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 contact the Ensemble Executive Administrative Assistant. Afterwards, please contact the assigned Ensemble Group Leader.

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Performance Request Form

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

Sponsoring Organization _____

If the organization's *planning* Point of Contact (POC) is the Requestor, click here: ☐
If the *planning* POC is not the requestor, please enter information below.

Title _____ **First Name** _____ **Last Name** _____

Phone Number _____ **Ext** _____ **Email** _____

On-site Point of Contact (POC) on day of event. If the *on-site* POC is the Requestor, click here: ☐
If the *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 <u>one</u> for each Ensemble group requested. 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 ☐

PHS March ☐

Pre-program (prelude) music ☐

Describe any music considerations

Other considerations

Is parking provided for free? ☐ Yes ☐ No

Is the venue accessible via public transit? ☐ Yes ☐ No

Other transportation/parking considerations

Was the 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

E-mail completed Performance Request Form (preferably in **PDF** format) to request@phsensemble.org.

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

Save