

# Ottawa Contra Dance

## BAND INFORMATION SHEET : 2019-2020

*We are excited that you will be playing in Ottawa!*

If you are a returning band, updates for the 2019-2020 season are in yellow

### Contact information:

- **Last minute emergencies on the day:** Emily won't be the contact after September 21<sup>st</sup> (our Annual General Meeting). The new contact will reach out shortly after the AGM. Until then, please contact both Emily Addison at home (XXXXXXXXXX) and Catherine Burns at home (XXXXXXXXXX) and cell (XXXXXXXXXX). Leave messages at all numbers if you don't reach someone.
- **Booking, contracts, programming & feedback:** Changing September 21<sup>st</sup>. Emily until then.
- **Billeting:** Roger Williams looks after billeting. He will contact you about your requirements. (XXXXXXXXXX)
- **Sound:** Greg Brown. Please contact him at least one month ahead with technical requirements. (XXXXXXXXXX)

### Timing:

Afternoon dances  Evening dances 	<b>NEW:</b> All afternoon sessions (except the family dances) will run from 330-530pm. Sound check is promptly at 3pm and the hall opens at 2pm. For afternoon family dances, the hall still opens at 2pm, sound check at 3pm and dance from 3:30-5pm.
6pm	Hall opens & sound technician and volunteers begin set-up. You are welcome to enter the hall.
7pm	Sound check begins promptly. You are expected to be loaded in and set up prior. (If you've played an afternoon dance, you don't need to do this.)
7:30pm <i>Beginner lesson</i>	Sound check ends. Caller begins the introductory/beginner workshop. The caller can push the workshop start time back 10min, THEIR choice, as long as done by 8pm.
8pm	Dance begins. Just before the dance begins, one of our organizers will get on the mic to welcome everyone.
	A committee member will do announcements just before the last dance before the break.
9:15ish (as late at 9:30)	First half finishes with a waltz and break begins.
	After 10-15 minutes, the second half begins.
11pm	Dance ends with a waltz and optional hambo or schottische if the band wishes. Please be timely in your tear-down so our volunteers can leave the hall ASAP.

**Couples dances:** See above for when there are scheduled waltzes and the possibilities of a hambo or schottische..

**Equipment:** If you need a keyboard or special equipment, let us know at least two weeks ahead of time. We will attempt to accommodate.

**Merchandise:** We will provide table space to sell CDs or other merchandise and we will promote on the mic. Please approach one of the organizers before the dance starts.

**Feedback both ways:** We strive to foster an open dialogue. We may follow up with feedback a week or so later. If you particularly would like feedback, please let us know ahead of time. And, if you have any feedback for us regarding any aspect of your experience with Ottawa Contra, please begin the conversation!

**Compensation & cancellation policy:** Compensation amount is set at the time when the gig is booked. A formal letter of engagement will accompany this info sheet. If Ottawa Contra has to cancel a gig within three months of the event, we will compensate the talent for the full agreed upon amount. If the caller or band needs to cancel the gig, please let us know ASAP. Bands can substitute a member if agreed with Ottawa Contra (no additional pay). If you don't perform, we don't compensate. Please note that cancellation is difficult for us as we promote all bands/callers at the start of the whole season.

**Directions:** Saturday dances: Churchill Seniors Recreation Center - 345 Richmond Road, Ottawa, ON. Directions from East OR West:

1. From the Queensway (HWY 417), take the Carling/Kirkwood exit.
  - a. From the east: Exit the ramp, pass through the lights (Kirkwood). You are now on Carling.
  - b. From the west: Exit the long ramp, turn left onto Kirkwood, go under the bridge and immediately turn left at Carling.
2. Drive 750m/0.46miles, pass through one set of lights, and then turn right at Churchill Ave (2<sup>nd</sup> set of lights).
3. Drive 1.4km/0.8miles. Go down a hill and through the lights at Wellington Street. The parking lot is immediately on your left.
4. Parking is free but you may need to sign in/get a pass. Check with staff at the front desk.

### Are you travelling from the US/American citizen?

If are travelling from the US (American citizen), **remember your up-to-date passport!** As a "performing artist" in Canada for a limited time, you do not need a permit (<http://www.cic.gc.ca/english/work/apply-who-nopermit.asp>). We recommend that you carry the attached letter of engagement and if you are performing in Montreal, get a separate letter from them. In the past, one band didn't have a letter from Montreal and they were held at the border until one was emailed to the border - it worked out thanks to a helpful guard!

- The Ottawa Contra Dance Organizing Committee