



# MUSICIAN INFORMATION MEMO (as of 11/27/23)

**December 7, 2023 – Celtic Woman: A Christmas Symphony Tour**

## Schedule

**Rehearsal – Thursday, 12/7/23 - 2:00pm-4:30pm - Gallagher Bluedorn PAC - Great Hall**

**Concert - Thursday, 12/7/23 - 7:00pm - Gallagher Bluedorn PAC - Great Hall**

## Program/Music

The tour travels with the physical parts, which will be available on the day of the rehearsal. Their librarian will organize the books, make sure they are clearly marked and distributed to the stands prior to the rehearsal.

Practice parts are now available at:

<https://www.dropbox.com/scl/fo/1igh7i88wd9ryreaa87dr/h?rlkey=aw2wvxyd056n3c6jp3q0o6nq4&dl=0>

## Concert Dress

All black. Tops should have sleeves and modest neckline, bottoms should be floor or calf-length black pants or skirt, with black socks/hosiery with black shoes. Jackets are optional.

Not permitted - perfume, cologne, excessive jewelry, open-toe shoes, black jeans, corduroys, bare backs.

## Parking

Parking permits will be provided by GBPAC to allow musicians to park in the lot south of University Avenue. Alternatively, musicians may use the metered lot on the North side of Gallagher Bluedorn.

## Cases/Personal Items

All dressing rooms and backstage areas will be in use. Please store cases and personal items in **PAC 30** (located from the lobby area). Please do not keep personal items backstage without specific prior permission from GBPAC staff.

## Mileage Reimbursement

Mileage reimbursement will be paid to drivers at a rate of \$.30 per mile for musicians who live outside of a fifteen-mile radius from the rehearsal or performance venue. Mileage may be reimbursed up to 240 miles per round trip, or 120 miles one way. When there is more than one service scheduled on the same day, musicians will be compensated for a maximum of 1 round trip per day. There is no travel allowance for riders.

**Musicians are responsible for submitting total miles driven per set to Matt Andreini via email**

**[mandreini@wcsfsymphony.org](mailto:mandreini@wcsfsymphony.org) or text 515-710-3907 before the final rehearsal of the set.**

## Payroll Information

Musicians should be sure all bank account information is up to date for direct deposit. Any musicians who have not completed a direct deposit authorization form will be mailed paper checks. Musicians are also responsible to keep their address up to date for check mailings and end of the year 1099 tax mailings. Direct deposit and address information changes should be communicated to the Personnel Manager, Matt Andreini.

Direct Deposit Authorization forms can be found on the musician's website, [www.wcsfsymphony.org/musicians](http://www.wcsfsymphony.org/musicians). Under the MUSICIANS heading, select *Click here*.

### **New Musician Information**

For musicians who are playing with the wcfssymphony for the first time, or have not played with the wcfssymphony in the past 3 years, should complete the New Musician Hiring Packet (3 documents) located on the musician's website, [www.wcfssymphony.org/musicians](http://www.wcfssymphony.org/musicians). Under the MUSICIANS heading, select *Click here*.

The new musician hiring packet includes 3 documents to be completed and given to the Personnel Manager by the final rehearsal of the set via email or hard copy:

- 1) New Musician Information Form
- 2) Federal W 9
- 3) Direct Deposit Authorization 2019

If you have questions regarding the completion of these documents, please contact Matt Andreini, Personnel Manager at [mandreini@wcfssymphony.org](mailto:mandreini@wcfssymphony.org) or 515-710-3907.