

GUIDELINES/SUGGESTIONS FOR HOSTING A SALON (A LA SIBERRY)

WHAT IS THIS AMAZING THING CALLED A SALON?

ARTIST ARRIVES - 2 HOURS BEFORE CONCERT
GUESTS ARRIVE - 1 HOUR BEFORE CONCERT
CONCERT
RECEPTION
THAT'S IT!

WHAT YOU'LL NEED TO HOST A SALON

- **'MUSIC' ROOM** that will hold enough chairs for paying guests AND friends and family.
- **'ARTIST' ROOM** privacy for artist to prepare for performance
- **PIANO** (or KEYBOARD with good piano sound and sustain pedal)
- **LIGHTS** can be desk lamps, whatever, but two or more lights aimed on artist's face at eye level or above is very helpful for audience
- (opt) **IPOD DOCK** or something to plug iphone into if instrumental tracks being used, tbd
- (opt) **SIMPLE SOUND SYSTEM** if audience larger than 30 guests, tbd

WHAT HOST RECEIVES (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

ARTIST AND HOST DISCUSS FEE

- **FEE** = _____ usd
fee calculated by # of SEATS x ticket PRICE minus up to \$200 usd in expenses)
for example: (30 guests at \$100) (60 guests at \$50) (90 guests at \$25) etc.
- **DISCOUNT CAN BE PROPOSED** depending on familiarity of community with artist, routing, etc.
- **GUARANTEED BASE FEE** (\$1000 usd or tbd)
- **HOW TICKETS ARE PURCHASED** (through host or artist's paypal?)

BALANCING A HIGH TICKET EVENT

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

HOST CHOOSES PAYMENT STRUCTURE OF SALON

- option 1 - GUESTS BUY TICKETS - standard
- option 2 - HOST PAYS ARTIST FEE and invites guests/community - easiest

ONCE HOST AND ARTIST AGREE TO DO A SALON

HOST CREATES THREE EMAILS (suggestions only)

1 / 'ANNOUNCEMENT'

- **SALON NAME** (opt) (NYC SALON? MCGILLICUTTY SALON? HERO'S LAMENT SALON?)
- **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 THIS IS A HIGHER PRICE EVENT** (awareness/education that it is an especially wonderful thing to attend an intimate event with a respected artist, reminder of how much they paid for {____} ticket at a huge arena, etc.)
- **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** artist appreciates 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, ARTIST to send you phone #**

OPENING GUEST SUGGESTIONS

hosts are encouraged to have another artist play 3 songs before ARTIST'S concert. Often children, teens or hosts perform. Doesn't have to be music. If they have cds, make sure they bring them to sell.

MUCH APPRECIATED HOSPITALITY FOR ARTIST BEFORE CONCERT (specific to Jane)

- 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/ HOT WATER in cup 30 minutes before concert (or provide kettle and cup in the private room)
- 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, storytelling 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)
- ___ 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, mp3 playback, 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)
- 10:30 **END OF A GREAT DAY**