

National Symphony Orchestra

Iván Fischer, Principal Conductor

AMERICAN RESIDENCIES

PRESENTER CHECK LIST FOR EDUCATION/OUTREACH/CHAMBER ACTIVITIES

All activities (master classes, chamber concerts, lectures, sectionals/coachings, workshops, in-school ensembles, exchanges, etc.) must be requested by a completed request form (blank attached.) In requesting these activities, please bear in mind the following:



Give a complete **description of activities** including travel time to and from activities.



The state needs to provide round-trip **transportation** for NSO personnel to and from activities:
What is the nature of transportation? (Vans may be necessary for larger instruments or ensembles)
Who will coordinate additional activity transportation?



Be as specific as possible about the **identification of classes**:
Is it a master class (one-on-one), sectional, or clinic?
What is the musical/educational/age level of players for each class?
What is the repertoire for classes?
Name/contact and resume of host teacher is needed in advance of the Residency.



For **In-School Ensembles**, please provide the following information:
What is the size of audience?
Where will it take place: the classroom, gym, theater, band room?
What is the musical/educational/age level of the class/audience?
Name/contact of host teacher needed in advance of the Residency.



Please provide adequate **time for meals and rest** between scheduled orchestra services (full orchestra concerts, rehearsals, travel) and education/chamber activities.



State is responsible for **local advertisement and publicity** for orchestra and chamber concerts.
Please remember that all of these activities need your promotion to help ensure a large and informed audience. All publicity or ads must be routed through Patricia O'Kelly at the Kennedy Center.

Special Note: The National Symphony Orchestra is typically accompanied by a photographer and video crew. Please specify as soon as possible if you desire your event to be closed to media.

All requests will be reviewed by the NSO for fulfillment. Please be advised that the NSO will strive to fulfill as many requests as possible with the resources available.