



# Victorian Folk Music Club Inc.

PO Box 215, Ringwood East, Victoria 3135, Australia

Reg No. A2511Y ABN 28 668 156 704

## Concert Spot Acts - Guidelines

### Booking

We recommend spot acts be pre-booked at least four days in advance, as it is unlikely we will have a spot free on the night.

You can book your spot by emailing [concerts@vfmc.org.au](mailto:concerts@vfmc.org.au) or calling Maree on 0411 750 462.

Spot act performers cannot appear at two consecutive concerts unless there are insufficient applications for that concert.

### Duration

Each spot act is allocated 8 minutes, including talking time. That usually gives you long enough for two songs, unless you use up too much time with a long introduction. Ideally you should time your act and think about what you want to say before you get there.

### Arrival time

Please arrive around 7:15pm, introduce yourself to the stage manager and take the time to familiarise yourself with the stage setup. If you have more than one instrument to carry up to the stage let the stage manager know.

### Stage presence

As we use lighting to make sure the audience can see you properly, you will be advised as to where to stand on the stage.

It is important that you be aware of your stage presence and connecting with your audience.

Think about the following:

- Where you or your group sit or stand to best present your music and be best seen.
- Practice your introductory remarks – tell the story well.
- Tune your instruments before taking the stage.
- Be ready to go onstage when it is your turn to maximise your use of the time slot.
- Most importantly, have fun, this is your moment to enjoy.

### Sound

To best cater to the needs of our audience, we provide one or two microphones for sound reinforcement purposes. We strongly encourage you to use a microphone when speaking to the audience. Your speaking voice is generally quieter than your singing voice, and some of our audience will have trouble hearing you without assistance from the microphone.

Remember to project your voice (with or without a microphone). Speak slowly and articulate well.

Please discuss any specific sound requirements with the concert committee before you book your spot.

### Electrical equipment

Most performers use only acoustic instruments, but in certain circumstances we allow performers to use electrically amplified instruments – generally instruments that need to be plugged in to be heard (e.g. keyboards) or instruments that would be extremely quiet otherwise. You will need to discuss this with our committee before you book your spot.

**Note:** any electrical equipment you bring must have a current sticker to demonstrate that it has been tested and tagged by an authorised tester.