

**Midsummer's Music Ltd
Gracenotes Handbook**

May 19, 2023

Table of Contents

Welcome..... [3](#)
Mission Statement..... [4](#)
About..... [5](#)
Volunteer Jobs..... [6](#)
Gracenotes Interest Form..... [10](#)
Time & Mileage Log..... [11](#)



Welcome

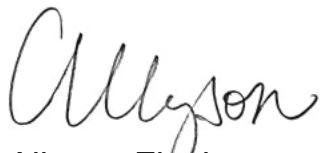
Dear Gracenote,

I am thrilled that you have chosen to volunteer at Midsummer's Music. Volunteers are vital to our summer concerts and string quartet residency program. No task is too small! Your work will assist us in bringing world-class musicians and the best chamber programs to our beautiful community.

Please read through the enclosed material. I welcome you to contact me anytime if you have questions about our various programs and offerings and how you can help be a vital member of Gracenotes. I hope that you find your time with Midsummer's Music is fulfilling, positive, and rewarding.

We are grateful for your volunteer participation in Midsummer's Music. Because of you, music will continue to thrive in Northeastern Wisconsin.

Musically,



Allyson Fleck
Executive Director
Assistant Artistic Director
Midsummer's Music



Mission Statement



Our mission is:

- presenting world-class chamber music
- performing at the highest standard of artistic excellence
- enriching audiences near and far
- sharing dynamic, distinctive and engaging performances

We are:

- actively committed to accessibility and intentional inclusivity in all aspects of our work
- continually striving to provide all people with opportunities to connect with the music we perform

About



Midsummer’s Music, founded by Jim and Jean Berkenstock in 1991, has been bringing chamber music to Door County Wisconsin audiences for more than three decades.

Our concerts, which have been called “exciting, pulse-pounding and riveting” have included world premieres, and feature world-class artists. The inspiring concerts have touched more than two thousand listeners with its music every year, plus thousands more via Wisconsin Public Radio broadcasts, and on Live from WFMT.

Midsummer’s Music is a multi-faceted organization featuring concerts, collaborations with local organizations and institutions, and is home to an annual music series which attracts musicians from Lyric Opera of Chicago and the Aspen Music Festival, among others.

We serve to provide unique and diverse cultural, historical and scenic musical experiences with our series of 40 concerts in unique venues. Our resident string quartet, the Griffon String Quartet, was created in partnership with St. Norbert College and the Fine Arts Institute in Green Bay to enrich the lives of children and adults throughout Northeast Wisconsin through concerts, workshops, and music education.

Collaborations include *Write On, Door County* involving a host of poets who pen original works, and then recite them at concerts that features the music that inspired them, and the *Celebrate Water* initiative which is a major programming commitment to bring awareness to water supply protection.

Midsummer’s Music is increasingly attracting admiration and respect from around the country, while still gaining the affection of local Door County audiences.

Volunteer Jobs

Post-concert reception host

Reception coordinator, Mary Hauser: gracenotes@midsummersmusic.com

Our receptions give the musicians and audience a chance to mingle and chat. The generosity of your enthusiasm, food and beverage provide an extra touch to an evening or afternoon of superb music. While many of you are experts at this, we offer some guidelines as reminders or tips for our new volunteers.

General Guidelines

- The average number of guests in attendance is between 50 – 75. You may call the office (920-854-7088) a few days before to check on ticket sales.
- Families/volunteers can partner to host a reception.
- If you are not familiar with the concert site, you may want to visit ahead of time.
- Arrive at the site about an hour prior to concert time for set up.
- Serve water and M & M's only at intermission. One exception: serve minimal reception food at intermission when there are dinner concerts that same day.
- Have food ready to put out immediately after the last selection on the program.
- Leave the site in the same condition as upon arrival. If possible, separate recycle items from trash.
- Take trash and recycle items with you if the site does not provide receptacles.

Optional Items that you can provide (check with office)

Flowers/Centerpiece

Items that we can provide (Please let office know if supplies are running low.)

A large 4-gallon water dispenser, M&M's, tablecloths, plates, napkins, all beverage cups/glasses and a corkscrew.

Recommended food and beverage: A total of Two Sweet and Two Savory/Non-Sweet items (please discuss with your co-host)

Cheese/cheese spread, sausage, dips, crackers

Other appetizers/finger food

Fresh fruit

Cookies or bars

Nuts

Water

Alcoholic and non-alcoholic beverages

We will be in touch with you shortly beforehand to confirm and answer any questions you may have.

As a thank you, please know that you will receive complimentary tickets for the concert you are hosting plus an invitation to an encore concert of that particular performance.

Thank you for your generous assistance with Midsummer's Music concerts.

Salon Concert Host

920-854-7088

gracenotes@midsummersmusic.com

Home concerts are at the center of attraction for Midsummer's Music. Beautiful homes, intimate settings-the way chamber music was intended. The receptions for home concerts are usually a grand affair. It becomes an integral part of the "party".

General Guidelines

- The average number of guests in attendance is about 50. You may call the office (920-854-7088) a few days before to check on ticket sales.
- Please provide a warm up/green room space for the musicians to change and practice.
- The office will set up your home for the concert at least one day prior and take down the day after. Movers are hired if needed for large furniture pieces.
- At some programs there will also be a sound engineer with equipment.
- Parking on street or on site will be necessary. Parking attendants will be arranged with shuttling (if needed).

Optional Items that you can provide (check with office)

Flowers/Centerpiece

Items that we can provide

A large 4-gallon water dispenser, M&M's, tablecloths, plates, napkins, all beverage cups/glasses and a corkscrew.

Recommended food and beverage

Meat or seafood dish

Cheese/cheese spread, sausage, dips, crackers

Other appetizers/finger food

Fresh fruits

Desserts

Nuts

Water

Alcoholic and non-alcoholic beverages

As a thank you, please know that you will receive complimentary tickets for the concert you are hosting plus an invitation to an encore concert of that particular performance.

Thank you for your generous assistance with Midsummer's Music concerts.

Concert Assistance

Coordinated with the Office Manager: 920-854-7088
officemanager@midsummersmusic.com

Concert Set Up and Breakdown

- Help office staff place chairs and tables at venue and take down following the concert
- Set up box office table
- Carry in reception items from Midsummer's Music van
- Set up display table
- Set up green room for musicians (including water)

Assist with box office

- Assist patrons with payments and tickets
- Handle donations and reservations

Parking (select concerts)

- Help patrons by identifying safe parking places
- Reserve handicap spaces for patrons who need handicap access
- Wear brightly colored clothes
- Use flashlight to assist patrons in dark parking areas

Greeter/Docent

- Help prepare programs for distribution
- Welcome patrons to the venue and help them find seats (if needed)
- Hand out programs with applicable inserts
- Assist with lighting (select concerts)
- Pick up programs left behind for recycling and collect stray trash at seats

Photography

Using personal equipment or Midsummer's Music cameras, take photos of musicians and audience at select venues. Some posed shots may be organized. Most pictures will be action of the performance. Office staff will advise when and when not to take photos for safety and security of concert performance.

Each concert volunteer is provided with a ticket to the concert for which they are volunteering.

Thank you for your generous assistance with Midsummer's Music.

Office Assistant

920-854-7088

officemanager@midsummersmusic.com

We are always in need of office assistance. Many tasks are basic skills in office work. In some cases professional skills are helpful in organization and writing.

Areas of basic skills

- Answer phones and take messages
- Place calls on behalf of Midsummer's Music
- Manage email communication
- Assist in large mailings
- Prepare program books for concert distribution

More professional skills

- Office filing
- Writing for newsletter and other publications
- Assisting in development research and writing

Each office volunteer is provided with one ticket to a regular priced concert that could be used any time during the season.

Thank you for your generous assistance with Midsummer's Music.

Musician Housing

Housing Coordinator, Mary Hauser: 262-719-8585

gracenotes@midsummersmusic.com

Provide Housing to Musicians who perform with Midsummer's Music during the time that they are needed for Midsummer's Music rehearsals and performances in Door County. Meals are optional and depend on each home's unique set-up and schedule. Some musicians require housing for their spouse and children. Arrangements include arrival and departure dates and times, how many rooms needed per musician, space for practice, cooking, parking. Clear expectations for property caretaking will be discussed between musician and host. Home hosts usually develop wonderful relationships with the musicians that they host, forming special relationships with musicians that welcome their return year after year.

Each home host is provided with two tickets to a regular priced concert for each time they host that could be used any time during the season.

Thank you for your generous assistance with Midsummer's Music.

Gracenotes Interest Form

Date _____ New _____ Renewal _____

Volunteers for Midsummer's Music year runs concurrently with its organizational year – January 1 through December 31. Please consider joining us to support Midsummer's Music. Your early response will facilitate inclusion in all activities, relevant printed materials, invitations to the fall social, annual meeting, and other events throughout the year.

Last Name _____ First _____ Spouse _____

Address (Street, Town, Zip) _____

Cell Phone _____

E-mail _____

Summer or 2nd Address _____

_____ Dates _____

Volunteer • Friendship • Fun

Please check areas of volunteer interest

- Post-concert reception host
- Salon Concert host
- Concert Assistance
- Office Assistance
- Musician Housing

Please list below any friends whom you would like to recommend for membership.

Name _____ Cell Phone _____

Name _____ Cell Phone _____

www.midsummersmusic.com

920-854-7088

gracenotes@midsummersmusic.com

Midsummer's Music is a 501(c)(3) non-profit organization

FEIN: 39-1829237

By agreeing to volunteer, you are aware and guided by Midsummer's Music policies and procedures, which can be viewed at the office.



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Sister Bay, WI 54234
(920) 854-7088 • office@midsummersmusic.com

Allyson Fleck, Executive Director
Max Hollingshead, Office Manager