

# Hi, Fred here with final info and contracts.

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## Performance Contract

Please download a blank Park Rock Performance Contract for the 1 & 2 Sept at the Park Rock Fest 2007 from the [www.PARKROCK.com](http://www.PARKROCK.com) website on the Downloads page. With more than 140 bands we need the band's help in filling out the contract. Please print out the contract and bring the signed version to the Park Rock Fest 2007 or mail it to me at the PJMA address of 45870 Bob Court Lexington Park, MD 20653. The current planned performance time are on the web site. There may still be minor changes to the program so please check the website and I will keep everyone posted by e-mail on the final times.

Only the names signed on the contract will be allowed in to the event as a band or staff member. Everyone else is expected to pay the \$20 gate fee or have an advance one day ticket (\$15). Band parents and guardians are required to pay the gate fee. They can go enjoy the music on the pavilion stage when your band is not playing.

**As part of your band's booking you provided your band members names and emergency contact person. We also need the name of your band's roadie. If you have not do so already please reply to this e-mail with the names of your band's roadie (normally we allow only one roadie).**

All band members, roadies and staff will be put on the access list so they can be issued a no fee wrist band denoting they are band members and a parking pass for the staff parking lot. This will allow the band members to arrive in any order any time. We still want the contract brought or mailed to confirm this list and so that the band can receive the \$100 stipend after the event.

## Park Rock Contacts

Here is who to contact while we are at the Park Rock Site:

- Sue Heather 240-925-5347
- Marybeth Heather 240-925-5346
- Fred Heather 240-925-8659

## Directions

Directions to the Chancellors Run Regional Park site are at the [www.PARKROCK.com](http://www.PARKROCK.com) website

## Arrival and Parking

When band members arrive, they will be directed to the band admission gate, the gate staff will ask to them to show their driving license to verify their name with the access list. Band members will then be issued a band wristband and if appropriate an over 18 years old wrist band if they must smoke tobacco. (note: the police will be enforcing the state law that forbid minors having or smoke tobacco products).

**>>>>Smoking is only allowed in the Smoking Pen<<<<<  
A new County Rule Prohibit Smoking Anywhere Else.**

**Warning: If a band members or staff is not on the access list they must pay the \$20 gate access and then have to find Sue or Marybeth Heather in the Loffler Hall to get a refund.**

Once pass the gate proceed directly to the front of the red brick building (on the right) to under the canopy area next to the flag pole.

Enter the building by the front door and turn in you band contract (if not mailed) and log in that your band is on site with our Headquarters staff at the desk near the front door. **The band must be checked in more than 60 minutes before the break time that precedes the band's performance time.** After checking in the band will be issued a Stage Pass. At the earliest opportunity provide the Stage Pass to the producer for your stage where the band is to perform. **The producer will only be allowing bands that have provided a stage pass to play.** The Stage passes are being used to coordinate the band check in and allow the producer to know the band is on site and available to play.

**Next, if you are performing on the United Rentals (North) , Hot Lick Guitar Shop (East), or Toyota (South) Stage** then unload the band gear via the front door, down the right hallway into the Loffler Hall at the back of the build. There will be guards at all the hall doors. The guards will only allow people with band or staff wristbands access to the hall. (Note: Get the band members on the access list to avoid being kept outside and having to pay the \$20 gate fee, yuk!). Please pick a spot for the bands gear and try to keep it together.

**If you are performing on the Sandybottom (Field) or The Baynet (Pavilion) Stage** then after checking in at the Headquarters desk then drive forward, through the parking lot and around to the opposite site of the park, there you will find a concrete walkway/drive to the building in the center of the park called the Hall of Fame. You may drive your vehicle up to the building for unloading/loading. If your band is playing on the pavilion, then take the gear upstairs to the back of the pavilion. If you band is playing on the field stage then take the band gear to the small tent behind the field stage. There will be guards at all the gate and at the stages. The gate guards will only allow people with band or staff wristbands access to the hall of fame of gate. (Note: Get the band members on the access list to avoid being kept outside and having to pay the \$20 gate fee, yuk!). Please pick a spot for the bands gear and try to keep it together.

**(Note: Put addresses labels or band stickers on all band equipment to make it easy to decide ownership. Bands may want to bring a sign or a sheet with the bands name to cover all the bands gear once in the hall.).**

**Although we have guards and staff people in the band staging rooms. Neither PJMA or St. Mary's County are being responsible for the band gear in these rooms. Please be respectful of other's gear and hold no-one harmful for missing or damaged gear.**

After unloading, please drive the band vehicle in to the staff parking west of the red brick building (straight ahead). Please display the staff parking pass on the band's vehicle windshield or dash. When staff/band parking lot is full, drivers are on their own to find a spot in the public areas beyond the staff parking areas. Those groups performing on the Pavilion Stage may want to find a parking slot in the public areas near the Hall of Fame.

**Note: Band members are allowed in both Saturday and Sunday of the event as band/staff if they are on the band access list (another good reason to get in your member band list ASAP).**

Only band members have in and out privileges throughout the event, so they can go to work or other off site duties. Wristbands and names will be checked each time a person re-enters. We will be at the park at 7 AM to 12 PM. The gates open at 9 PM and close at 11 PM. Band performances are from 10 AM to 10:15 PM.

## **Setup & Getting on Stage & Off Stage**

At 60 minutes before the break time that precedes the band's performance time, the producer will be checking the band check-in list and cross checking with the Stage Passes. *If the band is not checked-in and has a provided a stage pass, then the producer will start to arrange for a replacement act from the hot standby bands.* At no less than 30 minutes before the break time that precedes the bands performance time, the band must be present in the Loffler Hall, back of the as appropriate (area in the rear of the pavilion or small tents behind the south/field tents, have the band's gear assembled and ready be put on the stage. *Please be advised that if the band is not in the staging area 30 minutes before the break time that precedes the bands performance time, the producer will be canceling the band's act and replacing the band with a standby band for the slot and not rescheduling band (the missing band will become a hot standby).*

The Master of Ceremonies or the Producer for the band's stage will greet band and will advise the band on the status of the program, when you are expected to play, when and where to move the band gear near the stage and ask for last minute updates to the band bio/history. The stage staff members are listed on the [www.parkrock.com](http://www.parkrock.com) website for the appropriate stage. About 15 minutes before the break time that precedes the bands performance time the band gear should be moved next to the appropriate stage. Please allow more time if the band is performing on the south stage or Pavilion; because it is a bit of a effort to get to the South and Pavilion stage. (Note: The Loffler Hall is air conditioned and going outside without a time to adjust the musical instruments to hot the humid air will drive the band crazy with retuning of instruments.)

The break time between performance is only 15 minutes long, there is only time to move the preceding band's gear off the stage, move the next band's gear on the stage and do a quick sound check.

**Please have all band gear full built up and ready to move on stage.**

When getting off the stage, move to the area designated by the producer. Once everything is off the stage, then carefully move into the Loffler Hall or Hall of Fame Room and disassemble the gear in air conditioned comfort. If fans want to talk with the band members have them meet the band members at the band's merch area once the band stores their gear safely in the Loffler Hall.

## Load Out

When desired to load out the band's gear first move the band's vehicles to the appropriate building entrance. For the main brick building, drive out the parking lot to the road, around the park road, left at the admissions gate and back through the parking lot to the brick building canopy entrance (yes it is a long way to go!)

Some may find it easier to carry their gear to their cars in the west staff parking lot than all that driving around the park. Once parked out in front, move the band gear from the Loffler Hall to the vehicles. After loading please relocate the band vehicle to the parking lot, if staying, so that other bands can access the front of the building.

For the Pavilion & Field stage, just drive up to the Hall of Fame the same way you arrived.

After the band has loaded out all of their gear, please at least relocate the vehicle to the parking lots, so there is space for other band to load.

## Band BIO

The band can help promote by writing up a short bio of the band. Here are the facts we would like to have:

- Name of each band member, what is their part in the band:
- Describe the music the band makes and or who influence/inspires the band's music:
- Where is the general area the band is from:
- How long have they been playing together and are they from other bands with more time and experience:
- What band merchandise is sale here at the fest: CD, T-Shirt or other good stuff:
- What is the band's website:
- Where is your next performance:
- Any other information the band would like to be known about the band (record label, tours, breakup, managers, news)

Please send me an e-mail [fred@pjma.info](mailto:fred@pjma.info) with the above info and I will make it available to the producer and MC.

## Money

We are expecting a good turnout of people so we have budgeted \$100 stipend for the band. We will mail check to the contact person address given on the contract. Again no contract no money!

## Poster & Flyer

The big poster and small postcard flyer can be picked up from my home (call ahead 301-863-5782, cell 240-925-8659) or in Waldorf from Paul Throne (cell - 301-266-3861) The band can also download the flyer from [www.pjma.info](http://www.pjma.info) or [www.parkrock.com](http://www.parkrock.com). The more important thing is to get the word out about the event and the bands performance. Post cards are available in the lobby of My Brothers Place in Waldorf

## Food & Drinks

There will be lots of food at the event, so bring some cash to eat, no will be allowed in with their own food or drinks. At the band staging area there will be free water for the bands provide by Wal-mart of Lexington Park. Please take use no more that 4 bottle of water per band member.

## Clean Performances

We have developed a reputation for clean obscenity free performances. Everyone was highly impressed with the professional performances of the band members and their audience in past years. We have many vendors and community groups that have signed on with this event because it is obscenity free, alcohol free, tobacco free, Section 5 of the contract goes in to detail the high standards we operate by, Please make sure all the band members have read the section 5 of the contract that defines these standards. Practice your songs and stage act so that it will be a clean Park Rock Fest. Our hard work has drawn a lot of attention. We are all going to benefit greatly by continuing to these high standards at the Park Rock Fest 2007.

## PJMA & Park Rock Merchandise

We will have a PJMA merchandise booth were we will be selling the compilation CD, Park Rock T-Shirts and Posters. Thanks everyone for help with getting us the band songs. Show your band/staff wrist and get a special unadvertised wholesale discount on all PJMA merch.

## Sound & Electrical Support

The basic setup for all three stage is 3 vocal mic's, 2 instrument mic's, drum microphones, bass guitar direct line -in and two DI boxes (for keyboard or bass without direct out). If the group needs more or special support for sound please send me an email [fred@pjma.info](mailto:fred@pjma.info) and we will try to accommodate the bands needs. For electrical support there will be one GFI outlet on the stage with 4 sockets. Please bring band extension cords and plug strips to extend the power to the band's equipment. Again if the band need more please send me an e-mail [fred@pjma.info](mailto:fred@pjma.info) and we will try to accommodate the bands needs.

## Band Merchandise Sales

There are 12 foot reserved perimeter areas around the three open sides of the music tents for bands to sell their merchandise and promote their bands. Bands can also set up other open areas not used by vendors provided that the space does not block the flow of traffic. Travis Flanagan is the Executive Coordinator, please check with him if there are any question about where to setup. The suggested band merch area is a 12 by 12 or smaller free standing canopy tent, with a table and chairs and anything else needed to display the band's merch. Bands are responsible for bring tents, table, chairs and etc.. We highly encourage bands to merch both days before and after their performance on stage. We do not tax or restrict band merch sales. The fans need to know when you play, what is the bands sound and where can they find the band next. It is all about exposure!

## **Park Rock Hotel Room Block**

While searching around for vendors for the Park Rock and delivering poster I stopped at the Sleep Inn in California Maryland. They offered our group a rate of \$94. The room includes a complete hot breakfast. They also have fruit all day in the lobby. To get a room call the hotel direct and tell them you want one of the rooms reserved for Park Rock Fest. Sleep Inn, Lexington Park 23428 Three Notch Rd. California, MD 20619 Phone: (301) 737-0000 Fax: (301) 737-4426 <http://www.sleepinnandsuites.net>

This year we expect an outrageous concert. Looking forward to seeing you all there

*Fred Heather*

Director Park Rock Fest