



UK Artists Directory



# The Countess of Munster MUSICAL TRUST

## RECITAL SCHEME GUIDELINES (FOR PROMOTERS) VALID FROM SEPTEMBER 2024 TO AUGUST 2025

The Countess of Munster Recital Scheme comprises of exceptionally talented young musicians recognised by the Trustees following a successful application and support of individual applicants through the CMMT Study Grant Awards. CMMT join with YCAT Artists, and YCAT Associate Artists (drawn from former CMMT Recital Scheme Artists following a particularly successful tenure alongside exceptional UK-based YCAT semi-finalists) forming the UK Artists Directory platform, giving visibility to UK promoters of some of the finest young talented musicians.

### BOOKING PROCEDURE

- Please note that you may book one concert only from the roster of CMMT artists issued in September 2024. A booking from this list must be made between September 2024 and the end of August 2025, although the engagement itself may be for a concert date beyond 2025.
- Bookings are made via the booking form on the UK Artists Directory website, which can be accessed by clicking on the individual artists on the Countess of Munster website, or the UK Artists Directory itself.
- The Trust will confirm availability and provide contact details of the artist once a booking has been made. Discussions regarding programming, travel arrangements etc. must be made directly with the artist.
- Please ensure that all arrangements are confirmed in writing with the artists, in order to avoid any later misunderstandings. The contract is between the promoter and the artist. Once confirmed, all engagements should be notified to the Trust by email in advance of the concert date.
- The artists will be happy to discuss programme possibilities with you, and the programmes shown on the website are by way of example only. It is helpful at an early stage if you can provide the artist with guidance on; your expectations about introductions of their pieces (including the availability of amplification if necessary), the availability of a page turner if appropriate, and the best travel options.

### PAYMENT OF ARTISTS' FEES

The Trust will undertake to pay the fees of up to two artists in one concert. This will usually be for a solo Recital Scheme artist, or for a Recital Scheme artist plus their collaborating pianist, but some of the artists participating in the scheme collaborate with other artists to form larger ensembles and you may like to explore these possibilities with them. However, any additional fees for extra artists and other costs will be your responsibility.

- If you would like to book a chamber group on the scheme, the Trust will pay the fees of two members of the ensemble, and you will pay the **additional fees directly** to the extra members (£300 per performer).
- Please note that, in the case of oratorio concerts, the Trust will meet the fees of only one artist.
- The fee that the Trust pays to the artist includes a contribution of £50 towards expenses. Some promoters might like to make an extra contribution towards travel where they think it appropriate, for example where the artists have travelled from far afield or have transported large instruments so that their travel expenses exceed the £50 contribution from the Trust.

## ACKNOWLEDGEMENTS

- It is your responsibility to provide publicity and the usual concert hall facilities.
- It is important that the Trust's sponsorship is acknowledged on website publicity, leaflets and programme notes.
- Please use the Trust's full name ("The Countess of Munster Musical Trust") when acknowledging the Trust's support or producing publicity material.
- Upon confirmation of artist availability, CMMT will provide access to a publicity pack for your chosen artist, including headshots, biography and CMMT logo. Any other publicity requirements should be discussed directly with the artist.

## HOSPITALITY

- Please provide refreshments for the artists before and/or after the concert and overnight accommodation if appropriate. We are sure that you will give these artists a warm welcome.

## AFTER THE CONCERT - REPORTS AND BOOKING FEE

- Once an engagement has taken place, please notify us immediately. Any feedback we receive on the performance of our artists helps to ensure that they are able to make the most of their opportunities on the Scheme to develop as professional musicians.
- A fee of £100 is payable to the Trust by the club/society following the concert.
- Please remit this to the Trust within two weeks of the engagement having taken place.
- We would be grateful if you could pay the booking fee by bank transfer using your club/society name and the concert date as the payment reference.

- **Our bank details are:**

CAF Bank  
The Countess of Munster Musical Trust  
Sort code: 40-52-40  
Account No: 00006259

If this is not possible, please send a cheque payable to: The Countess of Munster Musical Trust.

Please note: **no invoice will be sent but a receipt will be issued by email.**

- Any additional fees (when booking a chamber group) are payable directly to the artists.

## CANCELLATION

- If, for any unforeseen reason, a booking has to be cancelled by you within 4 weeks of the concert, it is expected that the artists involved would be compensated by you to the extent of the fee forfeited.
- You should notify the Trust immediately on learning that, for unforeseen reasons, an artist is unable to fulfil an engagement. We will endeavour to find a suitable replacement artist.
- In no circumstances can the Trust or artists accept responsibility for the costs or losses of a musical organisation, and in such instances, you should consider making your own arrangements to minimise the risk.

Should you have any further questions, please do not hesitate to contact:

[hannah@munstertrust.org.uk](mailto:hannah@munstertrust.org.uk)