



# Institute of Musical Traditions

Folk Music in Montgomery County, Maryland

## Institute of Musical Traditions Performer's Advance Information

**Location:** Takoma Park Community Center, 7500 Maple Avenue, Takoma Park, MD 20912.

**IMT Website (for ordering tickets):** <http://www.imtfolk.org>.

**Phone Number for Ticket Information:** 301 960-3655 (960-FOLK)

### Artist Digital Pictures, Video, Website & Show Description:

IMT will try to get your show covered in our local media. Within one week of completing contract, please provide IMT the following.

Digital copies of at least two print-quality photographs (via email or internet links), links to web-hosted video of Artist's performance that can be embedded on IMT's website, the address for the Artist's website, and any information not available on the Artist's website that will help promote the show, including Artist's biography and show description .

One photo must be in portrait orientation and one must be in landscape orientation. Photos must be in color, at least 300 dpi resolution and approximately 1,800 by 2,400 pixels. The Artist must provide photo credits. The artist must provide the names of the people in the photo (from left to right) if it is not obvious who they are.

Video should be of good audio and video quality, and should reasonably represent the performance that artist will give at IMT.

**Technical Sound Specification:** Ten weeks before show, or as early as possible, send sound spec to IMT.

Include, at minimum, a stage plot showing the required mics, stands and inputs, furniture, placement on stage, instruments used at each location and the performer's names, and clearly indicate any backline equipment that the Artist wants IMT to provide. Also provide contact information of someone familiar with the specification.

**Promotional CDs:** Ten weeks before show, or as early as possible, send IMT four of your most recent CDs.

Shipping address below.

**Lodging:** Four weeks before show, confirm number of hotel rooms needed and location.

Near venue, near airport, out-of-town? IMT usually books rooms several weeks before shows to get best rates. Unless other arrangements are made, rooms are booked near the venue. Bookings are paid in advance and are non-refundable

**Artist Contact Information:** One week before show, provide a cell phone number or other contact information that can be used to contact the Artist on the day of the show.

### Schedule:

Load-in: 5:00 pm.	Sound Check: 5:30 pm.	Doors: 7:00 pm.
Order Dinner: 5:15 pm	Dinner: 6:30 pm.	Showtime: 7:30 pm.

### IMT Contact Information:

**Advance & Day of Show:** David Eisner, 301 793-7878, [hometrad@hmtrad.com](mailto:hometrad@hmtrad.com).

**Sound Engineering:** David Eisner, 301 793-7878, [hometrad@hmtrad.com](mailto:hometrad@hmtrad.com).

**IMT Publicist:** Rob Hinkal, [publicity@imtfolk.org](mailto:publicity@imtfolk.org).

**IMT Corporate Address:** Institute of Musical Traditions, PO Box 5930, Takoma Park, MD 20913.

**Shipping address:** Rob Hinkal, HMT, 7010 Westmoreland Ave, Takoma Park MD 20912.

### Restaurant Menus:

For evening shows in Takoma Park, IMT provides dinner from either Mark's Kitchen or the Middle East Cuisine.

Mark's Kitchen: <http://www.markskitchen.com>.

Middle East Cuisine: <http://middleeasterncuisine.com>.

For afternoon shows in Takoma Park, IMT provides lunch from Mark's, Middle East or Capital City Cheesecake.

Capital City Cheesecake: <http://www.capitalcitycheesecakes.com>.