**INFORMATION FOR USING**

**HARVEST CHURCH FOR RECITALS**

**How to book a recital**

* Bookings are done by semester.
  + Fall: September through December
  + Spring/Summer: January through August
* To book your recital call or email Mitzi Babb
  + 303-530-3747
  + mitzi@thebabbs.com
* Mitzi will place information in the BAMTA newsletter (BAMTA Beat) when she is ready to receive booking requests. This is usually late August/early September and mid-January.

**Fees**

* The fee is $60 for a 3-hour block of time.
  + $35 is payable through a check written to BAMTA.
  + $25 is payable to Harvest Church. Mitzi Babb will inform you where to send the checks.
  + If the checks are not received within one week of booking, Mitzi may open the block of time to other teachers.
* A separate check for $25 is required to Harvest Church as a damage/clean-up deposit. Mitzi will shred the deposit check if no complaints are received concerning the clean-up. If you wish this check to be returned to you, send Mitzi a self-addressed stamped envelope.

**Key and Checklist**

* You can pick up the church key from Mitzi the day of your recital, which will be on her porch in a box labeled BAMTA. After the recital you will return the key to the box. Mitzi lives very close to the church.
* Print the recital checklist off the BAMTA website. Please go over the checklist carefully and return it when you return the key or mail it back to Mitzi.
* The church vacuum is usually in the closet by the water fountain in the main hall. However, it has been known to disappear so you might want to bring your own.

**BAMTA logo**

* Please include the BAMTA logo or words “Boulder Area Music Teacher’s Association” on your program for insurance purposes. You may find the logo on the BAMTA website upon signing into your member page.

*Revised9/14/23*