



**UNITED STATES PUBLIC HEALTH SERVICE  
COMMISSIONED CORPS MUSIC ENSEMBLE  
OFFICE OF THE SURGEON GENERAL**

**Performance Request Submission Process**

**Background**

The United States Public Health Service (USPHS) Commissioned Corps Music Ensemble consists of USPHS Commissioned Corps Ensemble Groups located in Washington DC; Atlanta, GA; Butner, NC; and Dallas, TX. In addition, the Ensemble includes musicians located throughout the United States, outside of these regions.

All the musicians and support personnel in the Ensemble Groups are USPHS Commissioned Officers who volunteer their own time and resources to perform and support requests. The musicians and support personnel are not reimbursed for performance-related expenses.

Performances by the Ensemble usually include, but are not limited to, the National Anthem and the PHS March. Given sufficient advance notice, any of the groups *may* be prepared to offer additional classical, patriotic, and/or popular musical pieces.

For more information, go to <http://phsensemble.org>.

**Performance Request Submission**

Please submit the following Performance Request Form (pages 3 and 4) to the Ensemble Executive Administrative Assistant, [request@phsensemble.org](mailto:request@phsensemble.org). Typically, the Requestor will be given a definitive answer related to the Music Ensemble's ability to support the request within ten working days (10 working days) of receiving the Performance Request Form.

Requestors should submit the Performance Request Form at least 30 days in advance of the event. For performance requests with complex logistics (such as joint choral/band requests, performances at conferences or for concert series, and requests involving travel), requests should be made well in advance (i.e. 3 to 12 months in advance of the event).

In order to process the request in a timely fashion, the Requestor may be asked for additional information. Furthermore, Requestors are encouraged to maintain contact with the assigned Group Leader(s) after receiving confirmation of the Music Ensemble's ability to support the event.

Requestors should also be cognizant of the following:

- Performance requests received less than 30 days prior to the date of the event may be difficult to fulfill. The shorter the lead time of the request, the less likelihood of the Ensemble being able to accept the request.
- In rare cases, unexpected situations (such as deployment and inclement weather) may arise and affect the ability of the Ensemble to perform.

## **Frequently Asked Questions (FAQ)**

### **Q: What types of events does the USPHS Commissioned Corps Music Ensemble support?**

A: The Music Ensemble considers each request on a case-by-case basis. The Music Ensemble considers many aspects of the request, such as the venue, the availability of Music Ensemble members, the complexity of the request, and ethical considerations. The Music Ensemble has supported events associated with the Department of Health and Human Services (DHHS) and non-DHHS organizations. The Music Ensemble has supported many types of events, including promotion ceremonies, retirement ceremonies, conferences, and concerts.

### **Q: How do I obtain an update on my request?**

A: Prior to receiving confirmation of the Music Ensemble's ability to support an event, please contact the Ensemble Executive Administrative Assistant. Afterwards, please contact the assigned Ensemble Group Leader.



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**Performance Request Form**

**Basic Event Information**

<b>Event Name</b>				
<b>Day of Week, Month Day, Year</b> [e.g., Thursday, November 7, 2013]	<b>Event Start Time</b>	<b>Event End Time</b>	<b>Performance Start Time</b>	
<b>Name of Event Location</b>				
<b>Street Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>	<b>Building #, Room #, Auditorium, etc.</b>

**Requestor**

Title	First Name	Last Name	Phone Number	Ext	E-mail

**Sponsoring organization. If the organization's Point of Contact (POC) is the Requestor, click here:** ☐

<b>Sponsoring Organization</b>					
Title	POC, First Name	POC, Last Name	Phone Number	Ext	E-mail

**On-site Point of Contact (POC) on day of event. If the on-site POC is the Requestor, click here:** ☐

Title	POC, First Name	POC, Last Name	Phone Number	Ext	E-mail

**Requested Ensemble Group(s). Select all that apply and describe location where Ensemble Group(s) will meet.**

<b>Choral</b>	<input type="checkbox"/>	<b>Description of Choral meeting area</b>		<b>Choral can rehearse in meeting area?</b>	<input type="checkbox"/>
<b>Ceremonial Band</b>	<input type="checkbox"/>	<b>Description of Ceremonial Band meeting area</b>		<b>Ceremonial Band can rehearse in meeting area?</b>	<input type="checkbox"/>

**Ensemble Group Details**

How many musicians can the performance space comfortably accommodate? Select <u>one</u> for each Ensemble group requested. Note: Band members need music stands and chairs, while Choral members stand side-by-side (in rows if needed).	Choral	≤4 <input type="checkbox"/>	5-8 <input type="checkbox"/>	9-12 <input type="checkbox"/>	13-16 <input type="checkbox"/>	>16 <input type="checkbox"/>
	Band		5-8 <input type="checkbox"/>	9-12 <input type="checkbox"/>	13-16 <input type="checkbox"/>	>16 <input type="checkbox"/>
If known, what is the Uniform of the Day?						

**Requested Music. Select all that apply.**

National Anthem	<input type="checkbox"/>
PHS March	<input type="checkbox"/>
Pre-program (prelude) music	<input type="checkbox"/>
Describe any music considerations.	

**Other considerations**

Parking provided for free?	<input type="checkbox"/>	Accessible via public transit?	<input type="checkbox"/>
Other transportation considerations			
Was Honor Cadre/Honor Guard requested?	<input type="checkbox"/>	Uniformed service of Cadre/Guard	
Microphones provided?	<input type="checkbox"/>	Time for microphone sound check	
Piano or keyboard available on-site?	<input type="checkbox"/>		
Changing room details, if applicable			
Master of Ceremony (EMCEE), if applicable			

**Other Relevant Information**

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E-mail completed Performance Request Form (preferably in **PDF** format) to [request@phsensemble.org](mailto:request@phsensemble.org).

Thank you for considering the USPHS Commissioned Corps Music Ensemble for your event.