

# 8 WING BANDS - REQUEST FOR MUSICAL SUPPORT

(Instructions for completion on page 2)

Name of Engagement: \_\_\_\_\_

Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Venue Name & Type: \_\_\_\_\_  INDOOR  
 OUTDOOR

Venue Location / Address: \_\_\_\_\_  
\_\_\_\_\_

## BRASS & REED BAND

## PIPES AND DRUMS

Ensemble: \_\_\_\_\_

\_\_\_\_\_

Start Time: \_\_\_\_\_

\_\_\_\_\_

End Time: \_\_\_\_\_

\_\_\_\_\_

Order of Dress: \_\_\_\_\_

\_\_\_\_\_

## CONTACT INFORMATION:

Name & Rank / Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Ext: \_\_\_\_\_

Email Address: \_\_\_\_\_

**ADDITIONAL INFORMATION:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Note:** Requirements for regimental marches must be submitted at least two weeks prior to engagement.  
Contact Band Master to submit.

## MILITARY ENGAGEMENTS ONLY:

Funding Source:  NPF  PUBLIC

Financial Coding (if required): \_\_\_\_\_

## NON-MILITARY ENGAGEMENTS ONLY:

Performance Details: *Is this event a fundraiser?*  Yes  No

*Charity name (if applicable):* \_\_\_\_\_

*Admission charged:*  Yes  No

*If Yes, cost per ticket:* \$ \_\_\_\_\_

*Event in support of:* \_\_\_\_\_

Audience Ages: \_\_\_\_\_ Anticipated Audience Size: \_\_\_\_\_

Mailing Address for contract signing authority: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## FOR QUESTIONS OR FURTHER INFORMATION PLEASE CONTACT:

Bandmaster: WO Martin Labbe 613-392-2811 (x 3510)

Pipe Major: Sgt Alan Buchanan 613-392-2811 (x 7282)

Drum Instructor: Sgt Mark Passmore 613-392-2811 (x 3387)

## **Instructions for Completion of 8 Wing Bands Request Form**

The 8 Wing Bands – Request for Musical Support document is a fillable, electronic form. It contains drop-down lists and calendars to assist in completion. It can also be printed and manually filled in. To complete the form, please insert the following information:

- Engagement information:** Insert name and date of engagement, start and end time of event (please include AM/PM, if not expressed in military time), venue name and location/address, and check the box to indicate if it is indoors or outdoors.
- Ensemble Information:** For the Brass & Reed Band, select the required ensemble: **Concert Band** (22 to 30 members); **Large Dinner Band** (approx. 20 members); **Small Dinner Band** (approx. 10 members); **Jazz Ensemble** (2 to 6 members); **Brass Quintet** (5 members); or **Solo Musician** (Piano, vocals, or Bugler)
- For the Pipes and Drums, select either **Full Band**, or **Solo Piper**.
- Insert the start and end times for the selected performers (please include AM/PM, if not expressed in military time).
- Indicate the order of dress for performers: Brass & Reed ensembles - Military uniform, Business Attire, or Casual. Pipes & Drums - Ceremonial, Parade/Concert, Short Sleeve Order, CAD Pat, or Casual (no kilt).
- Contact Information:** Provide complete contact information where you can be reached during business hours. If necessary, after-hours contact information can be inserted in the 'Additional Information' section.
- Additional Information:** Insert any other information that may assist us in better understanding the engagement, or any further requirements you may have.
- Funding Information:** For military engagements, check box to select funding source and enter financial coding (if applicable).
- For non-military engagements, select if event is a fundraiser, insert charity name (if applicable), select if admission will be charged for the event, enter ticket price (if applicable), audience age range, anticipated audience size, and complete address for mailing of contract.

On completion of form (electronically), select either "Submit" button to auto-generate an email. If form is printed and completed manually, it can be scanned and emailed to [+8WingBands@forces.gc.ca](mailto:+8WingBands@forces.gc.ca), or mailed to:

8 Wing Bands  
PO Box 1000 Stn Forces  
Astra, Ontario K0K 3W0

For questions or further information, Band staff can also be contacted at [+8WingBands@forces.gc.ca](mailto:+8WingBands@forces.gc.ca), or by the 8 Wing phone extensions listed at the bottom of the form.