



Musicians Fact Sheet for Lost Chord

We hope you find this information useful when applying to join the Lost Chord scheme.

General Information

- Lost Chord is a registered Charity founded by Helena Muller in 1999.
- The Charity is dedicated to improving the quality of life and well-being of people living with dementia using interactive musical sessions.
- It is funded by grant applications, donations from the general public and fundraising by community organisations and Lost Chord.
- It is essential that each duo has car transport as tours are not possible without this.

Application Process

- Musicians are asked to apply in duos.
- Each duo must provide up to date CV's including references and a sample programme suitable for an audience of people with dementia lasting approximately one hour. Please email these details to helena@lost-chord.org.uk upon receipt of offer to audition.
- Auditions are held at the National Opera Studio in London. An audition slot will be allocated which will last around 20 minutes. You will be asked to perform a selection of pieces from your sample programme.
- Following the audition process the successful musicians will be invited to a one day compulsory training session.

Expenses

- Detailed in the contract are the expenses for the tour (combined unless stated), these will depend on which tour you are performing
 - Musicians fee: Yorkshire - £50 per musician typically for 15 sessions per tour over 5 days
London - £50 per musician typically for 18 sessions per tour over 6 days
Wales - £50 per musician typically for 15 sessions per tour over 5 days
Coventry & Ipswich - £50 per musician typically for 9 sessions per tour over 3 days
 - Travel allowance: Yorkshire – capped at £160 per tour, claimed at 25p per mile
London – capped at £114 per tour, claimed at 25p per mile
Wales – capped at £95 per tour, claimed at 25p per mile
Coventry & Ipswich - capped at £220 per tour to include any hotel accommodation, subsistence and travel, claimed at 25p per mile

It is usual practice that Welsh musicians are used for the Cardiff tour and musicians living in London are used for the London tour.

Please note that when claiming for public transport we will require copies of receipts/tickets.

- Subsistence allowance: Yorkshire – capped at £140 combined
London – capped at £56 combined
Wales – capped at £40 combined

Please note that when claiming for subsistence we will require the receipts. Only food and non-alcoholic drinks can be reimburse.

- Musicians are provided with an invoice to complete along with report forms for each session. Without a fully completed report form for each session payment will not be made.
- Payment for the tours are made via BAC's upon the submission of a completed invoice along with the associated receipts and report forms. Please provide your bank details via email to Kim Bottomley and she will use these until you advise of any change.
- We do not cover the cost of car hire, however if you wish to hire a car and claim against the travel allowance then this is acceptable as long as you do not exceed the capped allowance.
- Without prior authorisation we do not reimburse for taxi expenses.

Procedure for booking tours

- Musicians availability is sent out three times a year to cover the periods:
 - January – April
 - May – July (we do not operate in August)
 - September – December.
- Please offer as much flexibility as possible as we cannot always accommodate requests where only a single week is offered.
- We do our best to accommodate everyone's availability and allocate the tours fairly.
- If a tour is being offered we will send you an email to confirm that you are still available for the tour, we would ask that you respond asap to confirm or otherwise.
- Upon email acceptance of the tour two copies of the contract for the tour are posted out for the musician to sign and return one copy to the office. If musicians are working as duos the contract is sent to one of the musicians to sign on behalf of both to save on admin costs. If musicians do not usually work together then separate contracts are sent out, we will always try to pair musicians together who live close together but it is the musician's responsibility to ensure that transport arrangements can be met within the agreed budget.

Tours

- Around a month before the tour schedule, musicians invoice, report forms and all associated paperwork is sent to one of the musicians.
- It is essential that all venues are contacted around one week before the tour to confirm the session and to see if there are any special requirements. It is the musician's responsibility to ensure this is carried out. If there are any queries then these should be emailed to the Lost Chord office as soon as possible.
- We have a group of volunteers in Yorkshire who assist in the sessions, should any last minute changes arise whilst on tour it would be helpful for you to let the allocated volunteer know.
- If there are any last minute changes it is imperative that you contact the Lost Chord office.
- Whilst on tour you work within the H&S policy of each venue.
- The use of a car is essential for all tours. However some days in London can be covered via public transport. Please remember to book in advance if you are going into a congestion zone in order to keep your expenses to a minimum.
- For the Yorkshire tours accommodation is booked from Monday to Thursday nights. Booking confirmation will be sent with the tour schedule around one month before. Free overnight parking and coffee/tea are available at the hotel which is located in Sheffield. A keyboard and percussion instruments are available at the hotel for use during the Yorkshire tour.
- Musicians need to use their own keyboard or other instruments for Coventry & Ipswich, Wales and some venues in London.