

Itineraries / Hotels / Car

Memo for the preparation of itineraries
revised february 2022

the full itinerary should be sent by email to
katia@labeque.com
labeque@icloud.com

- place / date / time
- programme
- order of entire programme with orchestra and name of conductor.

CONTACT PROMOTER

- name, address, numbers
- private phone numbers / mobile phones especially if KML are arriving on a weekend !

HOTEL

- 5 stars hotel
- Connecting junior suite or connecting large double rooms
- name, address, numbers
- roomservice 24/24 necessary
- Hotel rooms should be quiet, far away from lifts kitchens, not on the street or with double windows ****it is important to be able to open the windows for fresh air since no AC should be used
- extra electric required
- openable windows

VENUE

- name, address, numbers
- capacity of venue
- indicate all special terms of the venue such as tent, open air etc.
- confirm heaters in the dressing rooms

REHEARSALS

- indicate the exact rehearsal time for KML when playing with orchestra

PIANOS

- serial numbers of Steinways
- confirm if upright pianos available back stage

TRAVELS

- travel arrangements
- Pick up driver is required ; We need large car, we often travel with 4 suitcases and 2 trolleys.

- Mobil phone of driver (very important)
 - Help with luggage (in case of arrival at train stations, give number of wagon + seats on trains)
- mileage card to be included

TV/RADIO

- indicate all activities

NOTES

- indicate all extra activities such as:
dinner
receptions
photo
interviews etc.

Any activities not mentioned will not be attended by KML

PAYMENT

- confirm copy of the transfer to be given at the interval of the concert.
or international bank cheque
- No detail of amount to fees amount to be written on the itineraries