



## Frequently Asked Questions for Those Planning a Corporate Event

For booking information, visit [www.suiteoccasionsmusic.com](http://www.suiteoccasionsmusic.com) or contact Faith Miller at: [suiteoccasions@gmail.com](mailto:suiteoccasions@gmail.com) cell: 860-688-1869 OR 603-876-4712

### **For what type of events do Suite Occasions groups play?**

Any social event aiming to extend an atmosphere of elegance benefits from music performance by Suite Occasions groups. We have extensive experience in providing the music for weddings (ceremonies and receptions), corporate receptions, holiday parties, and dinner events.

### **What instrumental combinations does Suite Occasions offer?**

A range of instrumental combinations and soloists are available through Suite Occasions. Most typically, clients hire trios (2 violins & cello...flute, violin, cello...flute, violin, guitar...trumpet, violin, cello, for example) or quartets (2 violins, viola, cello or flute, violin, viola, cello usually). Also available are various duo combinations (violin and cello...flute and guitar, etc.), soloists (violin or cello or flute or guitar, for example), and custom combinations.

### **What instrumental grouping will be best for my occasion?**

The number of players and exact instrumentation for a particular occasion can best be determined by this combination of factors: repertoire rating highest on the client's 'wish list,' venue conditions (i.e. outdoor space? size of an indoor space?), number of guests to be entertained, the client's budgetary realities. Given those factors, we can assist you in considering the best options. [Pricing is 'per musician.' See Booking an Instrumental Group section below]

### **How far do you travel?**

Suite Occasions groups have played in southern CT since 1985. While based in greater Hartford, CT, groups also frequently play elsewhere in CT as well as south-central MA. Our groups also perform for events in southwestern NH and southeastern VT; our northern home base is Keene, NH. Travel fees will apply (and will be quoted prior to booking) for events taking place outside of greater Hartford, CT, or greater Keene, NH.

**Do you play for outdoor events?**

Yes, weather conditions permitting. As is stated on a Suite Occasions contract: “outdoor playing OK as long as air temperature equals or exceeds 70°F; musicians must be able to set up on level ground, out of direct sunlight, and in avoidance of any precipitation whatsoever.”

**What performing experience do Suite Occasions musicians have?**

Suite Occasions players are all professional musicians with years of experience playing special events, concert chamber music and orchestral music. Suite Occasions owner and director Faith Miller has been playing such events, and working with clients in the repertoire and instrumentation planning phases, since 1985.

**Does the contracted ensemble require any special equipment at the event venue?**

The musicians each require an armless chair; the group needs to be able to set up on level floor or ground, out of direct sunlight. Suite Occasions musicians provide their own stands.

**When will the musicians arrive to the event?**

Suite Occasions musicians arrive 25-30 minutes prior to the contracted music start time.

**What will the musicians be wearing as they perform at my event?**

Suite Occasions standard ‘dress code’ is formal black and white.

**Will I meet the musicians prior to the event?**

Faith Miller will be your contact person in arranging the details of your Suite Occasions group. While an in-person repertoire planning meeting with clients was somewhat typical years ago, such a meeting is not the norm at all any more. Faith will pull together a music planning sheet for individual clients, and the sponsor and Faith work through the details via phone conversation and even more frequently! e-mail exchange.

**Where can I see a Suite Occasions group performing live?**

Most of the Suite Occasions performances are for privately contracted events that are not open to the general public. However, we do perform annually for such advertising events as ‘bridal showcases’ at various venues. Please call Faith Miller (860-688-1869) to learn of any such upcoming events in your area. And, of course, you can hear samples of our groups’ performances on this website and on our classical sampler CD.

## **PLANNING MUSIC FOR AN EVENT**

### **How far in advance of my event should I book a Suite Occasions group?**

When booking a Suite Occasions group for a wedding or other special event, we strongly recommend that you contact us and book us as early as possible. Experience has taught us that many clients book their wedding music eight to ten months prior to wedding day, so that is a recommendation guideline. However, some clients do make a first contact with many fewer months to go, and that often works out, as well. We look forward to reserving your special date in our calendar, so do be in touch.

### **How do I go about planning the repertoire to be played at my event?**

Suite Occasions groups long specialized in classical repertoire, but have now expanded our playlists to include arrangement for classical instruments of light popular music. You may want an all-classical music event, or all light pop, or a mix of the two general styles. [See our posted play list for ideas!] Faith Miller will be happy to help you with music suggestions, what pieces might best go where within a wedding ceremony, etc.

## **BOOKING AN INSTRUMENTAL GROUP OR SOLOIST**

### **How do I book a Suite Occasions group?**

Once you know the pertinent information (date, time, venue) for your event, contact Faith Miller by phone (860-688-1869), e-mail ([suiteoccasions@gmail.com](mailto:suiteoccasions@gmail.com)) or on-line booking (below) to check for our specific availability. Following information exchange we will generate and mail to you a contract for your event. You will receive a per musician price quote. If your event will take place in greater Hartford, CT, or greater Keene, NH i.e. our two 'home base areas'), there will be no additional travel fee; there is a one hour contract minimum in those areas. If your event is planned to take place outside of these 'home' areas, a per musician travel fee and minimum contract length may apply. The contract and non-fundable deposit (25% of the total fee) will be due back to Suite Occasions postmarked no later than 14 days after the contract was mailed to you. Please note that a contract is not firm until we have received your signed contract and deposit.

## **PLANNING RECEPTION MUSIC**

### **What types of music do Suite Occasions groups play for cocktail or dinner receptions?**

When you or your business is planning a sophisticated reception, elegant background music played on classical instruments should be a definite consideration. As Suite Occasions offers both classical and light popular music, you may decide whether to go with all classical for your event OR all light popular OR a mix of both. For example, some clients want to hear light popular music for the cocktail hour followed by all

classical background music during dinner. Speak to Faith Miller for ideas about your options.

**What is the ideal location for an instrumental ensemble at reception?**

At a reception, it is best to have the musicians set up out of the flow of guest and wait staff traffic. Thus, placement a bit away from a food station or bar area will be better than immediate adjacency to one or the other. Please consult your site coordinator at the reception venue about any restrictions for set-up; that person knows your venue best and will undoubtedly have a few options for your consideration.

HAPPY PLANNING!