

Westchester (NY) Chapter of the American Guild of Organists (AGO)

Substitute Organist Intake Form

[Revised 7-20-2012]

Date & /Time of Event(s)/Service(s): _____

ACCESS TO ORGAN CONSOLE BY _____] AM / PM (time)

DATE OF INITIAL CONTACT: _____

INSTITUTION NAME: _____ CONTACT PERSON(S): _____

ADDRESS OF SERVICE(S): _____ CITY/STATE/ZIP: _____

DIRECTIONS: _____

TEL: _____ CELL: _____

FAX: _____

E-MAIL: _____

FEE?: \$ _____ [____ mailed OR ____ ready on day of service?]

CHOIR or SOLOIST (WARM-UP REHEARSAL?): _____

ORGAN VOLUNTARIES)?:

Opening:

Closing:

HYMNS? (announced and/or cue to being (light signal, bell, etc.?) (is there a procession of clergy/choir?)

HYMN introductions: (full play-through or last phrase?):

ANTHEM(S) or SOLOS?:

DOXOLOGY?

ANY CHORAL RESPONSE(S):

CLOSING VOLUNTARY CUE (any Benediction/Dismissal/spoken response?):

OTHER INFORMATION NEEDED?

Key(s) for door(s), organ console and/or organ blower NEEDED? _____

PRINTED ORDER OF SERVICE (e-mailed or faxed before the actual service date/time)?

Choir/soloist weeknight rehearsal? _____ [use back for any additional information]

___ W9 FORM NEEDED ___ Social Security # needed?

___ When check will be ready (left on organ console, pick up from clergyperson or mailed)?

The Westchester (NY) Chapter of the American Guild of Organists (WCAGO) provides a service to its members in good standing, by sharing information about job opportunities that include both permanent "open benches" and one-time substitute dates. Please keep in mind the guild does not endorse or recommend anyone for jobs or dates. The WCAGO accepts any member who pays dues regardless of education, experience, ability and/or skills. The WCAGO Placement Director(s) pass(es) along information (which includes offered salary and specifics about jobs/dates) as we receive them from an institution (synagogue, church, school, etc.) or a colleague needing coverage while the member is on vacation or study leave. Members are all encouraged to negotiate salaries and explore options with each offered position. The websites of several AGO chapters (i.e., New York City, Westchester County (NY), Fairfield West (CT) and the national AGO office site (www.agohq.org) list salary guidelines and suggested rates for services and other events (weddings, funerals, etc.).