



VISITING CHOIRS

PROFORMA FORMS
&
SAFEGUARDING DECLARATION

INTRODUCTION

We are delighted that you have arranged to bring your choir to sing at Liverpool Cathedral and very much hope that you enjoy your time with us. Visiting choirs play a valuable and important part in the life of the Cathedral, enabling our choral tradition to continue unabated throughout the course of the year. We look forward to welcoming you to the Cathedral, and hope that you enjoy singing here, as well as finding time to explore what Liverpool and the surrounding area has to offer.

REPERTOIRE

Please do not feel that singing in the Cathedral demands a challenging repertoire. It is often more effective and fulfilling to perform relatively modest music which is well-known to the singers. Please also bear in mind that singing in an unfamiliar building and acoustic can prove tricky, particularly with the vast distance between decani and cantoris across our Chancel. In the weeks prior to your visit, you might find it useful to rehearse your choir at a greater distance than they are used to.

When choosing your repertoire, please consider the season we are in. Overly-long settings and anthems will not be suitable.

The Cathedral reserves the right for its Music and Liturgy Dept. to suggest adjustments to proposed music.

PROFORMAS

Please return the proformas enclosed in this pack no later than the deadline (details below) for approval by the Music and Liturgy Dept. These can also be downloaded and printed from the Visiting Choirs section of the Cathedral's website. It is important to submit your proposed music early in case we need to ask you to make changes to your music scheme, and also for our termly music lists to be prepared. Also, if you submit it in good time, it will be less likely that we will need to ask you for alterations, particularly in the summer when we have lots of visiting choirs. Our general rule is that we do not have the same anthems, mass settings or canticle settings more than once within any two week period.

Please complete the details of numbers of singers accurately in order that the vergers and cathedral constables have some idea of how many singers to expect. Please make a copy of the completed forms before you return it to us.

MARKED COPIES

When returning the proformas, please enclose one copy of all items to be sung at the Sunday services, marked up as you intend to perform it; including unaccompanied music, psalms (& chant), and the pointing you intend to use for the Gloria. This will aid the duty organist tremendously, and also aid rehearsal preparation as conversation is severely impaired by the distance between the loft and the stalls.

DEADLINES FOR RETURNING PROFORMAS, CHILD PROTECTION FORM & MARKED COPIES

Services Sung:

February Half Term

Spring Break

May Half Term

Summer Period (July – September)

October Half Term

Sunday after Christmas

Deadline:

1st Sunday in December

End of January

By the start of Lent

End of April

End of July

By October Half Term

Thank you in advance, we look forward to your visit!

PLEASE TYPE OR PRINT THIS FORM CLEARLY AND RETURN WITH YOUR PROFORMAS

GENERAL INFORMATION

Name of Choir:	
Choirmaster:	
Organist:	
Address:	
Telephone:	
Email:	

CHOIR NUMBERS

Trebles/Sopranos:		Altos/Contraltos:	
Tenors:		Basses:	

SAFEGUARDING

SAFEGUARDING OF CHILDREN AND VULNERABLE ADULTS

Liverpool Cathedral takes the protection of children and vulnerable adults very seriously. Please copy and complete the safeguarding declaration form and return it with your preforms. This form can also be downloaded and printed from the 'visiting choirs' section of the Cathedral website. If there are any incidents giving rise to concern during your visit, they must be reported at once to one of the Cathedral Canons, if necessary by calling the Constables and asking for the number of the Canon in Residence.

N.B. If this form is not returned, it will not be possible to bring your choir to Liverpool Cathedral.

CARERS

It is the responsibility of each choir to ensure you have adequate care in place for the children in your choir, including provision in the eventuality of illness during a service.

PLEASE TYPE OR PRINT THIS FORM CLEARLY

**LIVERPOOL CATHEDRAL CHORAL EVENSONG - MONDAY 5.30pm
LADY CHAPEL**

Date:	
Sung by the choir of:	

Lady Chapel Rehearsal Time:	4:00pm – 5:00pm	
Setting:		
Responses:		
Psalm:		Chant:
Anthem:		

IN ORDER THAT MUSIC LISTS CAN BE PREPARED INCLUSIVE OF THIS MUSIC, PLEASE RETURN THIS FORM BEFORE THE START OF MAY

PLEASE TYPE OR PRINT THIS FORM CLEARLY

**LIVERPOOL CATHEDRAL CHORAL EVENSONG - TUESDAY 5.30pm
LADY CHAPEL**

Date:	
Sung by the choir of:	

Lady Chapel Rehearsal Time:	4:00pm – 5:00pm	
Setting:		
Responses:		
Psalm:		Chant:
Anthem:		

IN ORDER THAT MUSIC LISTS CAN BE PREPARED INCLUSIVE OF THIS MUSIC, PLEASE RETURN THIS FORM BEFORE THE START OF MAY

PLEASE TYPE OR PRINT THIS FORM CLEARLY

**LIVERPOOL CATHEDRAL CHORAL EVENSONG - THURSDAY 5.30pm
LADY CHAPEL**

Date:	
Sung by the choir of:	

Lady Chapel Rehearsal Time:	4:00pm – 5:00pm	
Setting:		
Responses:		
Psalm:		Chant:
Anthem:		

IN ORDER THAT MUSIC LISTS CAN BE PREPARED INCLUSIVE OF THIS MUSIC, PLEASE RETURN THIS FORM BEFORE THE START OF MAY

PLEASE TYPE OR PRINT THIS FORM CLEARLY

**LIVERPOOL CATHEDRAL CHORAL EVENSONG - FRIDAY 5.30pm
LADY CHAPEL**

Date:	
Sung by the choir of:	

Lady Chapel Rehearsal Time:	4:00pm – 5:00pm	
Setting:		
Responses:		
Psalm:		Chant:
Anthem:		

IN ORDER THAT MUSIC LISTS CAN BE PREPARED INCLUSIVE OF THIS MUSIC, PLEASE RETURN THIS FORM BEFORE THE START OF MAY

PLEASE TYPE OR PRINT THIS FORM CLEARLY

**LIVERPOOL CATHEDRAL CHORAL EVENSONG - SATURDAY 3.00pm
LADY CHAPEL**

Date:	
Sung by the choir of:	

Lady Chapel Rehearsal Time:	1.30pm – 2.30pm	
Setting:		
Introit:		
Responses:		
Psalm:		Chant:
Anthem:		

IN ORDER THAT MUSIC LISTS CAN BE PREPARED INCLUSIVE OF THIS MUSIC, PLEASE RETURN THIS FORM BEFORE THE START OF MAY

PLEASE TYPE OR PRINT THIS FORM CLEARLY

LIVERPOOL CATHEDRAL CHORAL EUCHARIST - SUNDAY 10.30am

Date:	
Sung by the choir of:	

Cathedral Organist	Associate Organist	Deputy Organist	Organ Scholar
--------------------	--------------------	-----------------	---------------

Name:		Telephone:	
-------	--	------------	--

Cathedral Rehearsal Time:	9.00am – 10.00am			
Setting:				
Psalm:		Chant:		
Communion Motet:				
Hymns NEH:	1.	2.	3.	4.
Tunes:				

PLEASE ENCLOSE A MARKED COPY OF EVERY ITEM YOU WILL SING WHEN RETURNING THIS PROFORMA

IN ORDER THAT MUSIC LISTS CAN BE PREPARED INCLUSIVE OF THIS MUSIC, PLEASE RETURN THIS FORM BEFORE THE START OF MAY

PLEASE TYPE OR PRINT THIS FORM CLEARLY

LIVERPOOL CATHEDRAL CHORAL EVENSONG - SUNDAY 3.00pm

Date:	
Sung by the choir of:	

Cathedral Organist	Associate Organist	Deputy Organist	Organ Scholar
--------------------	--------------------	-----------------	---------------

Name:		Telephone:	
-------	--	------------	--

Cathedral Rehearsal Time:	1.30pm – 2.30pm		
Setting:			
Introit:			
Responses:			
Psalm:		Chant:	
Anthem:			
Hymns NEH:	1.	2.	
Tunes:			

PLEASE ENCLOSE A MARKED COPY OF EVERY ITEM YOU WILL SING WHEN RETURNING THIS PROFORMA

IN ORDER THAT MUSIC LISTS CAN BE PREPARED INCLUSIVE OF THIS MUSIC, PLEASE RETURN THIS FORM BEFORE THE START OF MAY

CHECKLIST

Before returning your proformas to us, please ensure you have included the following:

- Choir information & numbers complete**
- Safeguarding Declaration complete & signed**
- Proformas for all services sung complete**
- Marked copies of every item to be sung at the Sunday services enclosed**

When all is complete, please send everything to:

Daniel Bishop
Music Dept.
Liverpool Cathedral
St. James' Mount
Liverpool
L1 7AZ