

Pittsburgh Songwriters Circle CD, 2017

Annually since 2005, members of Pittsburgh Songwriters Circle have produced a unique body of work – an album series that includes hundreds of original songs by more than 100 regional songwriters. The group now announces the launch of its 12th CD project with many of its original partners and sponsors, and return of last year's producer.

- Mike Hickman of Electric Eye Recorders, Polish Hill, will produce and master the album, offering the same special recording rate he provided last year.
- Kansas multi-media company Nuvidia will give the group the same duping rate it has provided since 2005.
- Pittsburgh Songwriters Circle is sponsored by Calliope: The Pittsburgh Folk Music Society, which will host the group's CD release event at the Roots Cellar stage, Pittsburgh Center for the Arts, Shadyside.

Find additional information about the project and its partners at www.calliopehouse.org, www.pittsburghsongwriterscircle.org, www.electric-eye-recorders.com, www.nuvidia.com, www.cdbaby.com.

Project overview

The annual album project is a feature of Pittsburgh Songwriters Circle, an artist support group that offers a monthly meeting, camaraderie with other songwriters, song critiquing and discussion, a weekly songwriter's open stage, books members at free and paid gigs, etc.

The album series:

- 1) Provides songwriters with a safe, inexpensive, nurturing and educational recording experience with a veteran producer in a professional recording studio.
- 2) Provides incentive to write songs by creating an outlet for them.
- 3) Helps to foster community among songwriters.
- 4) Makes entry into the recording process less daunting by eliminating such heavy decisions as selection of a producer and studio, mastering, selection of a manufacturing company, replication or duplication options, graphic design and text, shipping, booking a venue, staging a CD release event, media relations and promotion. Freed of those responsibilities, participating songwriters need only to make artistic decisions about their songs, pay the project's fees and meet its deadlines.
- 5) Builds participants' studio skills and confidence, and encourages further recording, When members are ready to pursue their own album projects, assistance is available on recording process details, contact numbers, collective advice, etc.
- 6) Provides a promotional tool for Pittsburgh Songwriters Circle and project participants.

Publishing rights, project fees

- Participating songwriters retain all rights to their songs. The Pittsburgh Songwriters Circle CD is a work for hire. No mechanical or publishing royalties are due or paid. One thousand units are manufactured and divided equally among participants minus cutouts for promotional use and the sale of "group albums" (see below *). Participating artists can do whatever they want with the CDs they receive.

- **DUPING/PARTICIPATION FEE:** A one-time duping/participation fee of \$100 is paid to project coordinator John Hayes. Payment serves as confirmation of intent to participate, and is held in a dedicated account until used for duping, printing, shipping and various group expenses. The duping/participation fee is fully refundable until the participant's first recording session.
- **RECORDING FEE:** Electric Eye Recorders offers a special Pittsburgh Songwriters Circle group rate of \$25 for each of the first three hours, \$40 per hour for additional time and a project minimum of two studio hours. Recording fees are paid to Electric Eye Recorders. Payment for the initial session is due during that session. Payment schedules for subsequent sessions can be worked out with Mike. This protects Mike and Electric Eye from nonpayment and potential misuse of his special rate offer.
- As is the custom at Electric Eye, clients pay only for studio time used – there is no additional fee for performance services provided by the producer. Setup time for drum sets, etc., is considered billable session time.
- Additional studio accompanists may require payment, which is between the participant and the session musician.
- **WHERE THE MONEY GOES:** Participants pay Mike Hickman of Electric Eye for producing and mastering. The group pays Nuvidia for replication, printing, assembly and shipping. CDBaby.com is paid by the group for Internet promotion. Project management, graphic design, show booking, raffle coordination and other work is done by volunteers. No one from the Songwriters Circle or Calliope profits financially or through services rendered from this album project.
- All financial records are available for review through group treasurer Tom Beckman (beckman12@verizon.net).
- All participants are invited to perform at a CD release event hosted by Calliope. Pittsburgh Center for the Arts is paid a hall rental fee by Calliope and gets beverage revenues. Calliope gets admission fees. A food vendor, if available, gets food revenues. Pittsburgh Songwriters Circle gets proceeds from a raffle of donated prizes and event CD sales. Those revenues are used for group expenses and, whenever possible, paid forward to the next year's recording project.

Schedule/Deadlines

It is important for participants to observe deadlines, which are placed to insure advancement of the project.

- **March 1, LAUNCH:** The project is discussed at the March Songwriters Circle meeting. Project rules, fees, schedule and other details are sent to group members via email and posted on the Songwriters Circle website.
- **April 29, DUPING/PARTICIPATION FEE:** Payment of this fee serves as confirmation of participation, and is used for the manufacture of the CDs and shipping. Preferred payment is through personal check or money order for \$100 made out to John Hayes, 101 Daggette Dr., Buena Vista, PA 15018. Participants can also pay in person at the April 5 group meeting, during Calliope Songwriters Open Stage (9 p.m. Tuesdays, Bloomfield Bridge Tavern), or make other payment arrangements at 412-263-1991. To ease communications, please provide phone number and email address with payment.
- **June 3, FIRST SESSION SCHEDULING:** By this date, participants must have contacted Mike and scheduled a recording session. The session can occur later, but it has to be on Mike's books by this date. To schedule sessions call Electric Eye at 512-785-2132. The first-session scheduling deadline is intended to advance the project and prevent a log jam of new sessions near the recording deadline.

- **July 15, FIRST SESSION DEADLINE:** The participant's initial recording session should be completed by this date, another prompt to advance the project and prevent a log jam of new sessions near the recording deadline.

- **Aug. 19, CREDITS TEXT DEADLINE:** In order to insure that CD text includes accurate songwriting and performance credits that are available when needed, the information is document in two ways. Mike keeps a running log of all project performances. Also, songwriters are asked to submit credits text by this date to John at jhayes@post-gazette.com. Text include song title, songwriter name(s), all studio performers and instruments and professional affiliation, if any. Please confirm name spellings before submitting. The credits text deadline accommodates the graphic design deadline.

- **Aug. 31, RECORDING DEADLINE:** All recording must be finished. The recording deadline advances the project and accommodates the mastering deadline.
- **Sept. 16, MASTERING/GRAPHIC DESIGN DEADLINE:** CD mastering and graphic design are completed.
- **Sept. 30, SHIPPING/UPLOADING:** CD master and graphics are uploaded and duping fee is sent to Nuvidia.
- **October 31, DELIVERY:** By this date, CDs are to be shipped to John. Distribution to participants begins.
- **CD RELEASE:** Performance is held at Pittsburgh Center for the Arts (date to be announced).
- **Dec. 31: CD PICKUP DEADLINE:** Project participants must accept their CDs by the end of the year, or make special arrangements with John to receive them later. Failure to accept CDs by the end of the year could result in forfeit of the CDs with no refund of duping fee or recording fee. In such case, fees due to Electric Eye would still apply and the participant's CDs would become property of Pittsburgh Songwriters Circle. This protects John from being used to warehouse CDs for an extended period of time.

Project rules

- This project is a showcase of songs written by members of Pittsburgh Songwriters Circle. Participating songwriters (or one member of a co-writing team) must be a member of the group. Membership is defined as having attended a meeting of Pittsburgh Songwriters Circle and inclusion on the group's mailing list. All members are eligible to participate in the project and receive the special recording session rate. All members who pay the project's fees and meet its deadlines will be included on the album. Failure to pay a fee or meet a deadline without special arrangements may result in expulsion from the album.
- Each participant may place one song on the album. One song may be recorded at the special rate. The special recording rate is available only for songs that are placed on the Songwriters Circle album. If a song recorded at the special group recording rate is withdrawn or excluded from the project, the special rate will no longer apply, Electric Eye will be due the full recording rate for those sessions and the duping fee will not be returned.
- Songs must arrive at the studio in a state of full or near completion. As producer, Mike is available to help with song structure, melody, lyrics and editing, arrangement, instrumentation, studio craft, performance, mix, etc., and in that capacity is not given a songwriting credit. He is a songwriter, however, and at the member's request can participate in the writing of the song. Such co-writing would not be subject to Electric Eye recording costs, and would entitle Mike to a co-writing credit. Members are encouraged to workshop songs intended for the album project at a Songwriters Circle meeting.
- All vocal and instrumental tracks must be recorded at Electric Eye. Pre-programmed beats and pre-recorded music are not permitted. All mixing and mastering is done at Electric Eye. This helps to maintain the character of the project as a songwriter-driven, studio-recorded album. It insures artistic continuity, encourages participants to learn the recording process in a nurturing environment and provides financial incentive for Electric Eye's continuing participation. It is routine for Mike or session performers to perform some tracks. Session players may charge for their services.
- One cancellation of a scheduled recording session is acceptable. Seventy-two hour notice must be given for additional cancellations or the participant will be charged a \$40 fee payable to Electric Eye Recorders.
- In the weeks prior to the recording deadline, Electric Eye may not have time to accommodate sessions for unfinished projects. Songs that are not finished by the recording deadline will not be included on the album, the special group recording rate will no longer apply and the duping/participation fee will not be refunded.

- Many participants present the annual CD as a gift to friends and families. Content is determined by the artist, but please insure lyric are generally family friendly. A fair guideline is Federal Communications Commission broadcast standards.

Replication/Packaging

A compact disc can hold about 70 minutes of signal. If the master exceeds the signal capacity of one disc Songwriters Circle may purchase a suitable configuration and packaging. Nuvidia charges Pittsburgh Songwriters Circle the following rates, unchanged since 2005.

CD Replication 12 cm 1-Disc 1,000 Single CD w/overwrap

Offset or Screen Disc Printing-CMYK over White

Jewel insert **4 panels** 4/4 w/Tray Card 4/0 Digitally Printed

Jewel Case 10 mm, Assembled w/ Black Tray

Barcode

Clear coated

Jewel Case Overwrap Includes Assembly and All Finishing

Combined Total for This Section 1,000 pcs at **\$1.28, \$1,280.**

Plus UPS Ground shipping.

CD Replication 12 cm 2-Discs Swing Arm 1,000 Double CD w/overwrap

Offset or Screen Disc Printing-CMYK over White

Jewel Insert **4 panels** 4/4 w/Tray Card 4/0 Digitally Printed

Jewel Case 10 mm, Assembled w/ Black Center Tray

Barcode

Clear Coated

Jewel Case Overwrap Includes Assembly and All Finishing

Combined Total for This Section 1,000 pcs at **\$1.80, \$1,800.**

Plus UPS Ground shipping.

CD Replication 12 cm 2-Discs Swing Arm 1,000 Double CD w/overwrap

Offset or Screen Disc Printing-CMYK over White

Jewel Insert **6 panels** 4/4 w/Tray Card 4/4 Digitally Printed

Jewel Case 10 mm, 2-Discs Assembled w/ Black Center Tray

Barcode

Clear Coated

Jewel Case Overwrap Includes Assembly and All Finishing

Combined Total for This Section 1,000 pcs at **\$1.95, \$1,950.**

Plus UPS Ground shipping.

Group albums *

One thousand CDs are purchased. "Group albums" (owned by the group, not the property of individual participants) are those cutout from the total to be used for promotional purposes, or sold or raffled to benefit Pittsburgh Songwriters Circle. Generally, five units are delivered to CDBaby.com. To avoid royalty issues, full physical compact discs -- not digital downloads -- are sold through CDBaby. If CDBaby makes a song available for download through another website, the royalty on those sales is paid to Pittsburgh Songwriters Circle and 100 percent is given to the songwriter. Revenues from the sale or raffle of group albums are applied to the following year's Songwriters Circle album project or used for group-related expenses.

Contacts

Project coordinator: John Hayes, work 412-263-1991, cell 412-335-1446, home 412-751-7744, jhayes@post-gazette.com. 101 Daggette Dr., Buena Vista, PA 15018.

Electric Eye Recorders: Mike Hickman, 512-785-2132, studio@fallguys.net. 3347 Melwood Ave, Pittsburgh, PA 15219 (Polish Hill).

Pittsburgh Songwriters Circle: www.pittsburghsongwriterscircle.org.