

ORGAN CONSULTATION INFORMATION FORM

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The **ORGAN CONSULTANT** will perform the following tasks:

- 1) When the proposed organ is to be installed into an existing building, the consultant will make an on-site inspection of the church interior to survey its acoustical properties as it relates to music and organ placement.
- 2) The consultant will take measurements of the organ area and determine the space requirements for the proposed instrument.
- 3) The consultant will meet with the pastor, the organist(s), the organ committee members, and others to determine the needs and desires of the congregation.
- 4) The consultant will develop detailed recommendations for the proposed instrument as follows:
 - a) Preliminary sketches of the proposed instrument;
 - b) Specifications for the proposed instrument;
 - c) Cost estimates; and
 - d) Suggestions for space preparation at the church.
- 5) The consultant will recommend several reputable organ builders from whom bids can be obtained.
- 6) The consultant will prepare all materials for the "calling of bids." He will obtain a firm quotation from each and the quotations will be analyzed with the findings presented to the church.
- 7) The consultant will act in an advisory capacity to the builder after a contract has been signed. He will work closely with the builder in the matters of layout and design, pipe scaling and voicing, and tonal finishing. He will be available for a visit to the organ builder's factory.
- 8) The consultant will inspect the completed instrument and make recommendations for corrections and changes if such are found to be necessary.

The **CONGREGATION** will be obligated to pay the following items:

- 1) Travel expenses for the consultant as follows: *20¢* per mile if travel is by automobile or the full cost of fare on public transportation.
- 2) Cost of lodging and meals while traveling to and from the church, if any, and the same while at the church, if any.
- 3) Cost of incidental expenses such as blueprint production, duplicating costs and printing, telephone calls, and postage.
- 4) A gratuity to be determined by the congregation. This gift may take the form of a) a pre-determined percentage of the organ contract cost, or b) any sum established by the congregation.

4/12/86