

The Kitchen
240 Mercer Street
New York, New York
February 7, 1972

Mr. Howard Wise
Electronics Arts Intermix
2 West 13th Street
New York, New York.

Dear Mr. Wise,

During the period of December 1st, 1971, through February 1st 1972, Mr. George Brown, has constructed and designed the following hardware at our request and for our subsequent use: a digital high-speed switcher, and a modified color bar generator. To cover both parts and labor, we owe Mr. Brown the sum of \$500. For this purpose, find enclosed a deposit slip for Mr. Brown's bank. Kindly make the check for \$500.00 payable to Mr. George Brown, of 131 St. Felix Street, Brooklyn, New York, 11217, and mail it to the Amalgamated Bank of New York, 11 Union Square, New York, New York, 10003. If not too much trouble, could you also let me know when the check went out, to keep our records in order. Thank you very much for your work.

Yours truly,

Dimitri Devyatkin
Kitchen Co-ordinator

cc. George Brown

George Brown
131 St. Felix Street
Brooklyn, New York 11217
February 7, 1972

Mr. Howard Wise
Electronic Arts Intermix
2 west 13th Street
New York, New York

Dear Mr. Wise:

During the period of December 1st, 1971 through February 1st, 1972, I have built and designed for Mr. and Mrs. Vasulka, the following video equipment: a digital high-speed switcher, and a modified color bar generator. The bill to cover parts and labor is five hundred dollars (\$500). Kindly send a check for that amount along with the enclosed bank deposit slip to the Amalgamated Bank of New York, at 11 Union Square, New York, New York, 10003. Thank you very much for your trouble.

Thank you.
George Brown.

HAN WONG
219 EAST FIFTH STREET
NEW YORK CITY

ART SERVICES/260-0695

TO: THE VASULKAS
THE KITCHEN
111 EST 14th STREET

DESIGN AND MECHANICAL FOR MAILING PEICE, APRIL 1972

.....\$100.00

THE **Kitchen**

475 - 9865

240 Mercer St. New York 10012

November 6, 1972

DOOR RECEIPTS AND AUDIENCE ATTENDANCE
FOR THE KITCHEN
OCTOBER 1972

PRESENTATIONS - RHYNS CHATHAM

Total audience	163
* Total receipts	\$127.00

PRESENTATIONS - MICHAEL TSCHUDIN

Total audience	210
Total receipts	\$ 58.00 **
Expenditures (advertising...paid for by Michael Tschudin)	\$ 50.00

PRESENTATIONS - ALL OTHER

Total audience	578
Total receipts	\$223.25
Kitchen share	\$ 63.00
Expenditures	
Printing	\$13.00
Mailing	\$35.00
Cleaning	\$20.00
	\$ 68.00

* All proceeds from presentations by Rhys Chatham are used to support advertising in the Village Voice unless otherwise indicated.

** Distributed among all of the artists except M. Tschudin.

Budget Part II

It is almost absurd for a composer to perform such a concert with no financial reward. The amount of work put into such a performance can hardly be estimated.

Therefore, we would like to establish a pool of money which would enable a performer to receive a minimum of \$100 for his participation. We do believe in charging a reasonable admission fee, or ask for contributions which would go to the artists.

Part II of the budget is not mandatory for operation, but seems fair to the individual artists.

Since October 1971, "The Kitchen" has been presenting a free weekly Monday night concert series featuring composers who specialize in electronic music. Composers who want to present their work to an audience may do so, using our space and equipment. We give the composer full control over duration, lighting, and use of space. We encourage the composers to incorporate the excellent video facilities available at the Kitchen into their compositions, if they so desire.

So far, we have been able to keep the concert series going. However, due to inferior audio equipment and lack of funds for proper equipment maintenance, we are in need of financial assistance for the following, for one year's operation.

Budget...Part I

2 Power Amplifiers	\$400	
Stereo Preamplifier	\$250	
Mixer	\$150	
2 Speaker Systems	\$700	
Playback Deck	\$1000	(second hand)
Attenuators, Filters, equalizers	\$200	
Tape, cables, tools	\$100	
Installation	\$150	
Mailings, telephone, rent, at \$60 per week	\$3000	
Advertising, at \$30 per week	\$1500	

Director's and Assistant's fee
at \$75 per week for both \$3750

(The duties of the director involve co-ordination of the concerts, assisting the composers in setting up equipment and sound engineering, to ensure proper playback of tapes. Also to moderate at the concerts when this is called for.)

\$9-10,00

Yours truly,

Rhys Chatham
Director of Electronic Music
The Kitchen

The Music Program at the Kitchen: Mid-Year Emergency Requests

At this point in its second season of operation, the Music Program at the Kitchen needs an operating budget in order to maintain production at its present level of professional activity.

Therefore, the Kitchen is seeking emergency financial support while efforts are under way to apply for grants to improve and expand the Music Program.

The areas most in need of assistance are as follows:

Personnel: Two full time people @ \$300/week = \$7200 through June, 1973.

Time required to produce one music program: 20 - 30 hours. This includes contacting and interviewing artists, scheduling, preparing promotion and advertising, set-up and supervision of space and equipment, management during program time, break down and clean up.

Demands on time and space assure that the present schedule will increase to at least three days per week.

Publicity: \$100/week = \$2400 through June, 1973.

Music events are publicized through services of the Center for New Music, the Kitchen Calendar and mailing lists. The Center for New Music provides an ad in the Village Voice, an announcement in the NY Times, a monthly calendar and mailing. This service costs \$40 per program.

<u>Equipment:</u>	2 condenser microphones @ \$75.00 . . .	\$ 150.00
	4 A-7 speakers @ \$300	1400.00
	1 4-channel tape deck	800.00
	1 dimmer board	500.00
	miscellaneous tools and supplies . . .	200.00
		<u>3050.00</u>

All equipment for music programs is now begged and borrowed. This unnecessarily increases the time required to produce a music event, besides making it difficult to assure the artist working in electronic music that minimum equipment will be available.

Total of expenses outlined above
needed to manage the Music Program
at the Kitchen through June, 1973 \$12,650.00

Budget for the Computer Arts Festival to be held at the Kitchen, April, 1973

Mailings

- 1) Invitations: sent to 250 people and institutions; 8¢ postage and 2¢ per xerox copy equals 10¢ each x 250 equals \$25.00
- 2) Responses and confirmations: expect to send approximately 200 letters = \$20.00
- 3) Return postage for all software materials sent: air mail, insured, approximately \$3.00 each, x 50 = \$150.00
- 4) Publicity mailing:
 - a) type setting and art work for the calendar of events = \$40.00
 - b) printing costs: for 2500 copies = \$30.00
 - c) postage for 500 copies, the Kitchen mailing list, press and media, schools and institutions, @ 8¢ each, = \$40.00

Total..... \$305.00

Telephone

- 1) Home phone (Dimitri Devyatkin, Festival Co-ordinator, GR3-6583)
 - a) monthly charge for service- \$12, x 2 1/2 months = \$30.00
 - b) over calls, @ 7¢ each, approximately 200 over calls per month, = \$35.00
 - c) long distance (New Jersey, New York State, New England, etc.) = \$100.00
- 2) Kitchen phone- installation of private line = \$25.00
plus monthly charge of \$12.00 x 2 1/2 months, = \$30.00
plus overcalls, approximately \$20.00
- 3) Pay phones, approximately, in dimes.....\$30.00

Total.....\$270.00

Publicity

Free: 1) Village Voice, What's On Page; 2) The Villager, Back page; 3) Cue Magazine; 4) New York Magazine; 5) New York Times; 6) all college and high school newspapers; 7) many more.....

Paid: 1) Advertisements in a number of school papers (Columbia, NYU, CCNY, etc.)spend approximately \$150.00
2) Village Voice: special rate.....in conjunction with the Center for New Music, we pay the Center \$40 per 1" x 2" block, for 1 wk and we get announced in the Center's mailing, to 6000 people. spend approximately \$80.00 per week for double box, x 2 weeks = \$160.00
3) New York Times- minimum ad is \$100.00. # Sundays, 3 issues = \$300.00
4) Send special press releases to all possible reviewers, especially computer periodicals.

Total.....\$610.00

OPERATING EXPENSES: TOTAL.....\$1185.00

Administration:

Myself- as festival co-ordinator: 3 months of work.....\$1800.00
for \$150.00 per week, for 12 weeks. My current income is \$100.00 per month from the Kitchen, and I survive with a few odd jobs which will have to be curtailed during the period of working on the Computer Arts Festival. I will not continue to take the \$100.00 per month unless I continue to also carry on my normal activities as co-director of the Kitchen. See separate letter in the Kitchen's collected letters detailing my regular work.

Secretary- part time, 20 hours per week, \$2.50 per hour = \$50.00
per week, for 8 weeks..... \$400.00

Total.....\$2200.00

Catalog: All artists are also submitting descriptions and diagrams, and we have contacted a very reasonable printer. It is hard to give exact figures, but a fairly decent looking brochure, might cost us at least \$400.00..... This brochure will be the main record of the tapes, and a document of the state of the art. Charles Dodge, of the music faculty of Columbia University, will