

ROLES AND RESPONSIBILITIES

Area of Responsibility: VENUE BOOKING Personnel completing each Task

In Charge:
Assisted by:

Job Description:

- Contact venue to make booking
- Booking Agreement Forms
 - Received, completed and posted back
 - Deposit payment sent and receipt received

Area of Responsibility: VENUE ASSESSMENT

In Charge:
Assisted by:

Job Description:

- Check each concert venue for stage equipment, adequacy of Stage kitchen, seating capacity, of Stage Manager and

Area of Responsibility: CONCERTS

In Charge:
Assisted by:

Job Description:

- Compilation of
- Website
- Dis

Confirmation of Booking as a Guest Artist

(Your Performing Group)

This document is confirmation that _____ has been booked to perform at our _____ with the (Your Performing Group) _____ The venue is _____ will be \$_____ for this performance. You will _____ 15-20 minutes performance time _____

CONCERT DETAILS

(Your Performing Group)

Concert Name: _____

Concert Date and Time: _____

Venue: _____

Address: _____

Uniform requirements: _____

Repertoire (in performance order):

SET 1

Area of Responsibility	Personnel completing each Task
Venue	MC Fees
Guest Artist Fees	Publicity
Programs	Raffles
Gifts	Catering

CONCERT ORGANISATION CHECKLIST

INITIAL STAGE (by the end of January of each year)

Discuss concert schedule with Management Committee at the Planning Meeting. Fill in draft Schedule form at the following:

- List the Concert names e.g. Mothers Day Concert, date, time and suggest...
- List the Concert names e.g. stage size, target audience, seating capacity, catering facilities, lighting and P.A. facilities, cost of the venue rental, availability of car...

Concert Organisation Package

This Package consists of 45 documents ready to be customised and adapted for your own specific needs.

These documents cover many different areas of Concert preparation - such as organization checklists, concert schedules, publicity, venue and guest artist bookings, finance, ticketing, task deadlines etc.

This Concert Organisation Package was designed by
Buderim Males Choir Inc

THE ROLE of the FRONT of HOUSE MANAGER

- Audience seating plan and setting up chairs
- Ticket sales at the door - plus programs
- Set up raffle display plus CD/DVD sales
- Catering Organisation
- Set up and bump-out after Concert

Hints for Adapting These Templates for Your Own Use

PROTECTED DOCUMENTS

- Some documents or parts of documents have been protected against accidental erasure. Some of those are protected with a password so that they cannot be altered, but others you can unprotect to make deliberate changes. See the relevant Instructions for that document to find out how to unprotect a protected document.

CHANGING A HEADER ROW

- Sometimes you may wish to change the wording on a Header. The Header usually appears in faint type and cannot be changed until it is selected. Simply double click on the header and it will appear in its usual type - now you can make the changes.

Location: _____

Contact Name: _____

Phone: _____

Deposit paid: \$ _____

Stage size _____ Facility _____

Seating capacity _____

P.A. system _____

Lighting _____

Risers _____

Lectum _____

Insurance - _____

Send C... _____

Mobile: _____

Date: / /

1. No. of Microphones - _____

2. Quality of equipment - _____

3. Require own _____

1. Front lighting _____

2. Top _____

VENUE CHECK SHEET

Confirmation of booking received _____

Comments _____

Email: _____

CONCERT REPERTOIRE AND PROGRAM

Concert Name: CITIZENSHIP CEREMONY

Concert Date: _____

Concert Time: _____

Concert Venue: _____

Concert Address: _____

Concert Contact: _____

Concert Description: _____

Concert Repertoire: _____

Concert Program: _____

CONCERT SCHEDULE AND DETAILS

Repertoire (in performance order):

Repertoire	Time	Artist
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____

2010

These Concerts do not have to be entered in chronological order.

If your Expense accounts lists invitations as the first performance, you may end up with more than one performance. If that is the case, wait until your first few performances have passed, then delete them from the new Concert Names & Dates, then re-add and re-print the Calendar.

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