



CSB Educational Residency Pre-Concert Host Checklist

Thanks a bunch for your help promoting and putting on our evening concert! All of the marketing materials for the concert are included in this packet. Feel free to make additional copies or request additional materials from us - the more people hear about the concert the more will come....***and the more money you can make for your program!***

At least two weeks before the concert:

- Get your students hyped about the concert, and have other music teachers in your district do the same. The concert will be awesome, we promise.
- Hang the large colored posters at hoppin' spots around your community. This is a fantastic activity for some gung ho band students...
- Forward the press release or the concert information to your local paper and TV station, as well as any events calendars in town.
- Copy and distribute the flyers to your students, as well as other students in the district to take home to their families.
- Make sure the performance space will be available for us to set up and sound check at least 3 hours prior to the concert. We literally have a trailer full of sound and light gear, so we'll need to have the space exclusively during that time (i.e. the drama kids won't be able to rehearse on stage with our stuff set up, nor can the volleyball team use the gym floor to practice if we're performing from the floor.)

During our visit

- Run copies of our program (if we're using one) for how many concert attendees you expect. We like pink, or something like it, but we're cool with whatever you have.
- We'd prefer the venue to be open for seating no earlier than 30 minutes prior to the start of the concert.
- If you are taking tickets or running a donation table, have your folks all set up to go for the evening show and provide your own cash box and table. We will bring our own table for CD sales and our cash box for merchandise sales.

- Have someone lined up to take care of house lights. House lights should come down two minutes *after* the start of the concert and stage lights should come up then as well. We typically have “pre-game” music playing before the show and it will stop automatically just after the start of the show. The lights can come down/up after the music stops.
- We’d appreciate access to a green room space for the 30 minutes prior to the show - after the doors open. This can be your band room or another space, just somewhere where we can chill and get ready to rock.

Setup Needs (trust us, it is easy)

- We DO NOT need to use your sound system. We will provide all of our own sound equipment for the show, including speakers for amplification and speaking microphones. All we need is someone to show us where to plug stuff in if it isn’t obvious.
- We will need ten black music stands in good working order and we DO NOT need any chairs.
- If you have a sound shell will use it for the concert, unless it is way too much trouble then we can work with you.
- We prefer to be able to walk from the stage to the audience. If you have moveable stairs for the stage please have them out for us to use. If not, no problem.
- THAT’S IT!

Thank you for your help, and we look forward to making this concert a huge success for your program and your community!

Please contact us right away if you have any questions!



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