**LIGHT UP THE CHOIRS - Host Choir info**

I do a concert like this annually in Richmond to benefit a local charity, so here’s what I suggest – you are welcome to adapt these plans as you feel best.

Stage:

either built-in steps or risers. If put-up/take-down of risers is a problem, see if there are people in the other choirs who might assist.

Piano; conductor’s stand, spare stand (just in case)

Sound system for MC – this may be the venue’s, in which case we have to pay for it, or you may have someone in your choir who has a workable sound system.

I will let you know if any participating choir asks for a solo mic.

Find someone who has good spatial sense to work our a seating plan that will put your choirs around the edges or behind the audience. The choirs should be able to get out from their seats and onto the stage as needed. It’s not a bad idea to have choirs enter from one side and go off from the other.

I put 8.5/11 choir labels at the end of each row; if the row is divided audience/choir, use masking tape to mark the divide.

I divide my choir up into

* greeters – meeting people in the lobby, directing them to choir or audience seating
* choir hosts – one or two people per choir
* programs – at doors
* donations – people who are not afraid to ask for money!

FOH

There needs to be a table with pens for people who want to write cheques or put their address onto an envelope. I will have envelopes for people donating more than $20 who want a receipt for tax purposes – they should fill in their own address on it. Can you be responsible for boxes or baskets or whatever the donations are collected in?

There should be space for choirs to put out posters or leaflets, or to sell CDs (for which they will have to be responsible)

If there’s some outside-the-venue signage, it would be a great idea

Host choir arrives early – 30-45 mins beforehand – and does their job. When they’re done and the concert starts, they can go to the seats allocated to them.

They will be the last choir singing, and will lead the massed group (repertoire t.b.a.) depending on what choirs know or can join in

No rehearsal before concert – no need for green-rooms, or lock-up – people keep their belongings with them. If a rehearsal for the closing song is needed, it can happen mid-concert!

It would be good to have a photographer at the concert – or perhaps someone to video

I will take responsibility for programs. I may have to send you a pdf to be copied; if so, keep track of costs. The MC will do all introductions and will lead massed singing (or appoint someone to do so)

You might want to contact your local fire department and have an appearance from them.

You might want to have someone who has been affected by the fires to speak.

If either of these, make sure (through me) that the MC knows!

On the website now there are pdf/jpg/png files for each concert available on the BCCF website; <https://bcchoralfed.com/news/light-up-the-choirs-important-choir-info/posters/> They will be updated as participating choirs confirm they’re coming. Please encourage your choir to download them and use in encouraging people to come. Print only if it’s your usual concert promo method; as much as possible, let’s get this out electronically!

Andy Rice is doing media stuff – if you have suggestions for somewhere he should cover, please contact him at [communications@bcchoralfed.com](mailto:communications@bcchoralfed.com)

There will probably be other stuff, but we will work things out as they go