

Downtown Vocal Music Academy

C O N C E R T S

Duties of Concert Coordinator

A/ Long-range

- Together with the conductors, at least a year in advance, choose venue and book (in writing) for concerts/dress rehearsals
- send VMA package and letter of request for concert to local churches/halls for December/Spring concerts – follow-up meeting with personnel

B/ Set up of Concert Committee

- At beginning of year, introduce yourself to parent volunteers and explain concert activities so that expectations are clear (call a meeting or write a letter)
- One person on the committee should work with you and the conductors to help create the concert flyers/programs
- Set-up sub-committees to get all the jobs done and to share the workload

C/ Before, At and After Concerts in December and June

- work with the Treasurer to complete all necessary paper work (insurance waivers, riders) with concert hall (churches)
- assess back-stage requirements for dressing areas for choir (guest artists)
- measure performance space for choral risers, piano positioning etc.
- assess public address requirements, and microphone requirements for choristers
- make all arrangements for transport of VMA uniforms, banners, table cloths etc.
- transport of choral risers for dress rehearsal and concert – return after concert
- set up information and fund-raising tables in foyer for concert and ensure all VMA picture/newspaper articles are transported and displayed
- Coordinate parent volunteers to be chorister chaperones (2-4 on concert night and to help at dress rehearsal), ushers at the door (4), set -up (2-4) and take-down (2-4)
- Purchase, transport and arrange for presentation of floral bouquets for performers and other special guests, head chorister, conductors, accompanist, etc.
- Make arrangements with a parent volunteer for photography
- Contact Rick Harper about videos/DVD's, CDs to be ordered by students – create order form for students/families
- Coordinate regarding VIPs who will be attending and will require reserved seating at the concert
- Assign a parent volunteer to help at the door with VIP seating

- Coordinate with Uniforms coordinator to make sure vests and bow ties are in order, they get transported to concert venue and there are parents to help with dressing on concert night
- Work with MC (chairperson) on the welcoming remarks and closing remarks
- Morning of concert: put out the exterior – Free Concert Tonight - sign outside venue.

VIPS

- ❑ Write and send out VIP invitations to concerts. Send “thank-yous” afterwards

VIP’s:

- Generate VIP list for each concert;
- Write/send invitation letters & flyers;
- Ensure reserved seating;
- Receive, greet and seat guests at concert;
- Written “Thankyou” to VIP’s for their attendance;

Assist the Fund-raising Coordinator with the following:

- Solicit local businesses for door prizes for the concerts (usually 3-4 prizes)
- Solicit flower shops to have floral bouquets donated
- Report donors to concert committee for printing in the concert program
- Set-up fund-raising table at entrance to concert hall
- Have baskets/boxes on hand for collection of donation envelopes at concerts
- Have two volunteers at the door to hand out door prize tickets
- Have large box on hand for deposit of door prize tickets for draw
- M.C. draw of door prizes during intermission of concerts
- Hand out door prizes to winners after concert at fund-raising table
- Create and mail all thank-you letters to venue donors, other donors, guest artists, church personnel
- Create, laminate and send out "Concert Supporter" certificates and thank you letters to major donors at concerts (i.e. door prize donors, Kiwanis Club if renting piano, etc.)