

## Bells in Motion Concert Responsibilities

*Thank you for choosing Bells in Motion (BIM) for your concert. We will provide your audience with a quality performance and look forward to our time with you. We will need your help to make the concert a success.*

The following is a list of responsibilities for the host:

1. The venue will provide the facility free of any rental or janitorial fees.
2. The venue will provide access to the concert hall/church at 1 pm the day of the concert.
3. The concert venue should be reserved from 1 – 10 pm on the day of the concert.
4. Doors open 1/2 hour before the concert.
5. Concert programs will be provided by BIM.
6. The venue will provide personnel/custodial to help with moving/rearranging of furniture, ie, pulpit, lectern, communion table, pews, etc. They should also help in moving furniture back after the concert.
7. If there are other meetings scheduled at the facility/church on the concert date, they should be held in areas away from the concert hall.
8. Dressing Rooms: 2 dressing rooms with no windows or curtains. If there are windows, they should be covered with paper.
9. Women's dressing room should be large enough for 15 women to change clothes.
10. Men's dressing room should be large enough for 5 men to change clothes.
11. Ticket sales: if the venue is selling tickets, a table and chairs should be provided at each entrance with 2 people at each entrance. Ticket sellers are asked to arrive 45 minutes prior to the concert.
12. CD sales: a separate table is needed to sell CDs. Ticket sellers will be asked to help with the sales of CDs.
13. The concert hall agrees to allow BIM to use the organ/piano/keyboard in the concert hall. The instruments should be tuned prior to the concert.
14. BIM may request, on occasion, names and/or a resume/recommendation of local instrumentalists who would be available to play in the concert, ie, drummer, flautist, etc. BIM will make all attempts to provide music in advance. The instrumentalist should be an excellent sight reader (submit short resume if possible), and would attend the rehearsal prior to the concert. A stipend will be paid to the instrumentalist.
15. Concert posters are either downloadable off of BIM's website ([www.Bellsinmotion.org](http://www.Bellsinmotion.org)) or can be emailed. We suggest advertising to begin 6 weeks in advance of the concert. We will follow up 3 weeks prior to the concert to help with any questions or additional suggestions for advertising.
16. A draft news release is also available for your use and can be found on our website or can be emailed to you.
17. Suggested advertising for concert: local newspapers, TV, and radio; free community calendars; schools; retirement centers; church bulletins/newsletters; local restaurants and businesses; Facebook posts – link to our website; Twitter; personal invitation.

18. BIM requests that the venue host complete an “after-the-concert,” which is located on BIM’s website.

19. Space requirements (given in feet):

Main bell tables: 27 X 16

Aluminums: 12 X 12

Upright bass and drums (together): 12 X 12

Upright bass (alone): 6 X 6

Drums (alone): 9 X 9

Keyboard: 6 X 6

Percussion instruments: 12 X 12

Other instruments (ie, flute, violin,): 6 X 6