

York County Honors Choirs
VENUE HOST AGREEMENT

Contact: Junior Honors Choir Director, JHCdirector@theYCHC.org / Carlos Casilla, Senior Honors Choir Director, SHCdirector@theYCHC.org

Advertising: Honors Choir Director or Administrative Assistant will email a choir photo, promotional poster, and choir bio about one month in advance. We ask that you use these promotional items as you advertise the concert on your website, Facebook, church newsletter, bulletin, and in any local advertising. Please promote the concert for at least 1 month. If a youth from your organization/church/school is involved in the Honors Choir, please share that with your audience/congregation ahead of time.

Concert Temperatures: Please keep the venue very cool. You may want to let your audience know about this ahead of time!

Piano: A quality, tuned piano is necessary for Junior Honors Choir. A digital piano is sufficient for Senior Honors Choir if no acoustic piano is available.

Choral Risers: When needed, the Honors Choirs can supply risers, and we can have them delivered to the venue a few days before and pick up a few days after the concert. Host will need to provide at least 1 strong person to assist the delivery man. Details will be handled on a case-by-case basis.

Program Folder: Honors Choir staff will provide a concert program.

Concert Warm up: The choir will need to have a warm-up rehearsal in the concert room for two hours prior to the concert. Please do not let audience members in until 30 minutes before the concert begins. At this time, the choir will need a large location elsewhere in the venue to meet prior to the concert.

Door Security: We ask that all building doors are locked until 45 minutes before the concert start time. One entrance door should remain unlocked for students to enter the building.

Sound System Needs: 2 microphones on mic stands and at least 10' of cord, and a sound tech.

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Ushers/Greeters and Free-Will Offering:

Please supply ushers to help with seating, hand out programs, and collect the free-will offering. Offering should be taken at each exit door at the close of the concert.

- Cash should be counted by the Honors Choirs Logistics Coordinators. An Offering Documentation Form is completed by the Logistics Coordinators. (This form will be supplied by the choir and can be viewed on the Forms page of the York County Honors Choirs website – www.theYCHC.org)
- Offering will be given to Honors Choirs staff.

THANK YOU!