



WHITE PAPER THE TORONTO WELSH MALE VOICE CHOIR

GUIDELINES FOR HOSTING A CONCERT

GUIDELINES (CHECKLIST) FOR HOSTING A CONCERT

INTRODUCTION

The purpose of this guide is to assist concert organizers hold a successful event. It is by no means meant to be exhaustive.

PRE-CONCERT PLANNING

Listen to the choir by [clicking here](#) or click Listen To Us Sing” to the left (sound bites are available on the website). You can also read the Biographies of our Music Staff by selecting “About The TWMVC” above.

- Contact the concert secretary Gord Yanchyshyn by email to obtain a quotation for your event. To start your email [click here](#).
- Discuss your concert requirements with the concert secretary (the employment of a soloist; the type of event planned so that choir can wear appropriate dress.
- Confirm the event with choir secretary. (The choir requires a basic contract to be signed by the organization).

Some suggestions:

- Produce a poster and post locally: [Click Here](#) to view/download a sample poster.
- Write a pre-concert article: [Click Here](#) to view/download a sample pre-concert article. Distribute to local media.
- Prepare a concert programme in sufficient numbers for the audience and choir: [Click Here](#) to view/download a sample concert program. .
- Provide changing rooms/toilets for approx. 40-50 males and two females.
- Provide a stage suitable for 40–50 choristers with easy access.
- Provide a podium for the conductor to see all choir members plus soloist(s).
- Provide a well tuned piano for the event.

THE CONCERT DAY

- Arrange access to the venue to allow for rehearsal at an agreed time before the performance.
- Have on hand a person who knows how to adjust staging and lighting and knows the location of toilets etc.

Most concerts should not exceed 2 hours including speeches and ideally commence at 7.30pm for evening events. An interval of approx 15 minutes is normal with water available for the choir and maybe

refreshments for the audience.

A draw for a special prize at the interval may be considered to raise funds from generous patrons.

POST-CONCERT

An independent review written by an audience member (publicized locally) or photographs of the concert (e.g. by the local “Snap” organization) can further the aims of the concert organizer and help future events. Part of the choir ethos is to enjoy post choir events, called “afterglow”. Assistance with finding a suitable pub venue is appreciated. The organizers are always warmly welcomed and encouraged to attend.

Payments

The choir requires settlement of fees in advance of a concert or (at the latest) on the day of the performance.

Post concert refreshments for the choir are welcome, particularly if we have traveled a great distance.