

York County Honors Choirs
VENUE HOST AGREEMENT

Contact: Donna Knott, Junior Honors Choir Director, tdknott@comcast.net, 764-3895 (W); 309-8452 (C)
Randy Yoder, Senior Honors Choir Director, Rdy1949@gmail.com, 717-891-4536

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.

Audience: We are able to accept performance opportunities only when the audience size is reasonably expected to be at least double the number of singers in our Choir.

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

Minimum number of songs in a worship setting: Synergy/York County Junior Honors Choir and Concorde/York County Senior Honors Choir would sing a minimum 6 songs. We can sing throughout the service, or all at once. We are willing to do whatever would enhance the worship experience.

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 when not a morning worship setting.

Ushers/Greeters and Free-Will Offering: Whenever possible, the venue host will 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, and cash should be counted by two ushers provided by the venue. An Honors Choirs staff person must be present during counting. Please complete our "Offering Documentation" form after counting. (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)

- Mail the checks already made payable to YCHC; please do not deposit them.
- Deposit the checks made payable to your venue, plus all of the cash, and send a check for this total amount to: York County Honors Choirs, PO Box 827, York, PA 17405

In a morning worship setting, the Honors Choir will supply **donation envelopes** to be placed in the morning bulletin. Please inform your congregation in advance that donation envelopes will be available that morning. Ushers should gather all donation envelopes from the offering plate and keep them in safe storage until Honors Choirs administrative staff contacts your office for pick up.

Concert/Worship Warm up: The choir will need to have a warm-up rehearsal in the concert room for three hours prior to the concert. Please do not let audience members in until ½ hour before the concert begins. At this time, the choir will need a large location elsewhere in the venue to meet prior to the concert.

Sound System Needs: 2 solo microphones on mic stands