

York County Honors Choirs
VENUE HOST AGREEMENT

Contact: Donna Knott, Junior Honors Choir Director, tdknott@comcast.net, 717-764-3895 (W); 717-309-8452 (C)

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/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.

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.

Concert 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 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.

Morning Worship Warm up: The choir will need to have a warm-up rehearsal in the concert room for 90 minutes prior to the concert. Please do not let congregation 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.

Ushers/Greeters and CONCERT Free-Will Offering: Please communicate these details clearly to your head usher prior to the concert.

- 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.
- At least 60 minutes prior to the start of the concert the head usher should seek out logistics coordinator staff with the York County Junior Honors Choir. One of these ladies must be present with 2 ushers when the money is counted immediately following the concert.
- 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)
 1. Mail the checks already made payable to YCHC; please do not deposit them.
 2. 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

Ushers and MORNING WORSHIP Free-Will Offering: Please communicate these details clearly to your head usher PRIOR to worship.

- **In a morning worship setting**, the Honors Choir will supply donation envelopes to be placed in the morning bulletin.
- **Please inform your congregation 3 weeks 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.