



## Concert Checklist

*The following items are not meant to be demands, but simply to make you aware of needs in order to help make this concert run as smoothly as possible. For your convenience, we suggest checking off each section as it is dealt with. Thank you for your time in attending to these details.*

### **Concert Promotion:**

Please look over the enclosed materials carefully when considering how to best promote Myrrh's concert. We have included several suggestions as to how promote the concert that may be very helpful. Also **DO NOT use any old material you may have on file**. Should you need anything other than what is enclosed please let us know.

### **Prayer Warriors:**

God has been moving in incredible ways through Myrrh's concerts, and we have seen incredible fruit. We firmly believe that these things are taking place as a result of prayer. Myrrh has designated the Wednesday before every weekend as a day of prayer and fasting. You may want to solicit the prayers of people in your church to join with them in preparation for this concert.

### **Sound System:**

Myrrh will be using all of their own sound equipment. The only exception is when they fly, if that is the case they will be mixing from the platform and sending you a feed for the house and monitors.

### **Power Point:**

Myrrh uses a Power Point presentation for the **instrumental** numbers in their program. They will need a qualified individual to run this for them. (They will go over the presentation prior to the service with them). However, if you have a hook up in the front of your church they can plug their laptop in, and run the presentation themselves.

### **Platform Layout:**

Prior to Myrrh's arrival, they request that any, excess platform furniture (podium, tables, etc., including communion table) be cleared to the sides, and or back of the stage. If you have any plants (that are available) they would like to be able to use them to "warm up" the platform area. If there are center steps available, please be sure to put them in place.

□ **Set Up:**

Due to Bill's injuries from a '99 car accident, he is unable to lift any equipment. Please have **at least 2** capable guys available **for set up and take down**. Someone from Myrrh's office will be contacting you with their exact arrival time. Also, they would appreciate it if there could be either bottled water or a pitcher with cups available for them during the concert.

□ **Tape/CD Table:**

Myrrh will need one 8 foot table (more tables may be needed depending on the size and configuration of the building) available in the foyer/narthex for product, and someone to help staff it.

□ **Lodging and Meals:**

If lodging has been provided for in the confirmation, Myrrh needs 2 motel rooms (adjoining if possible, king/ double). They have found often times that a Residence Inn **Penthouse Suite** is more economical than two rooms. If you have one in your area, you may want to consider it. All payment arrangements need to be made with the hotel prior to Myrrh's arrival. *(Hotels will hold a room on a credit card over the phone, but they **must have an imprint in order to bill it.**)*

*Unless other arrangements have been made, Myrrh will send the sponsor the receipts from their meals (Myrrh is very conscientious not to run up expensive meal tabs!) If this is a morning concert, they would love to share lunch with you. If this is an evening concert, Myrrh will probably need a meal-to-go, however, they will make more specific arrangements with you closer to the date of the concert.*

□ **Transportation:**

If Myrrh is flying in for this concert, you will need to be picked up in an extended **van with 1 driver**. Myrrh brings 8 **large** bags, plus their carry on's. If they are providing their own transportation, they will need directions to the concert site, and hotel. Please e-mail or fax directions 2-3 weeks prior to the concert date.

□ **Financial Arrangements:**

Please make all check's payable to *Bill Murk*. If you have not yet done so, **please send the deposit immediately**. This lets Myrrh know that you have received all the information, and are planning on hosting this concert. If a love offering is to be taken, please ask the congregation to make checks payable to the church, and then you can give Myrrh one check. Of this concert is on an honorarium basis, please have that check at the date of the concert (unless other arrangements have been made prior to the concert).

□ **Communication:**

Myrrh can be reached at (630)-365-3535, or via e-mail ([info@myrrh.org](mailto:info@myrrh.org)). If it is on the weekend you can try their nation-wide cell phone at 630-292-6875.

### 3 Months Prior to Event

#### **Develop an event team**

This team can be headed by an event coordinator and members who handle the following responsibilities:

- Publicity and promotion (see our *Promotional Suggestions* list for ideas)
- Product Table
- Hospitality (someone to help make sure all of Myrrh's needs are met)
- Prayer Coordinator

### 2 Months Prior to Event

#### **Publicity**

- Contact your local Christian radio station to take advantage of their free Public Service Announcements (please use our "PSA")
- Find out if the station would like to conduct an interview with Myrrh to promote the concert. To set up an interview please call our offices at 888-286-9694.
- Contact your local newspaper to see if they would be willing to run Myrrh's press release, in order to help promote the event. Many newspapers have a religious or community events section and would be happy to include the announcement.
- Talk with the religious editor at your local newspaper and find out if they would like to interview Myrrh for a feature article about the upcoming event.
- Begin a word-of-mouth campaign to promote the event
- Begin announcing the concert from the pulpit and in the bulletin. Encourage people to invite family, friends, and co-workers. Be sure to contact small group leaders to get them excited about the event.

#### **Concert Committee:**

- Begin arranging meals and lodging (hostess responsibilities)
- Choose an event prayer coordinator

### 4 Weeks Prior to Event

#### *Publicity*

- Do follow-up calls with local radio stations, and newspapers to make sure they are promoting the concert.
- Contact local churches to invite them to the concert. Make sure they each have posters and bulletin inserts. Find out if they would be willing to announce the concert from the pulpit during Sunday morning announcements.

*All of the things on this checklist are requested in order to make this event go as smoothly as possible. We want to see the Lord move in mighty ways in this concert. We pray the Lord will bless the preparation, the event, and follow-up of Myrrh's ministry with you. And once again, thank you for your time in attending to these details.*