

*The NC Baptist Singers & Orchestra is a ministry of North Carolina Baptists, comprised of church musicians from across the state.*

# GUIDELINES FOR HOSTING THE NC BAPTIST SINGERS & ORCHESTRA

Thank you for your interest in having the NC Baptist Singers and Orchestra (NCBSO) present a concert of worship in your area. This document provides information on logistics and other requirements for hosting the event. As you consider hosting one of these events, consider that sometimes an interested church will partner with another church and/or their association to host the NCBSO.

## Venue Requirements

- **Seating for 400+ guests** (Realize you may lose some seating to arrange for choir/orchestra seating.)
- **Choir seating for 75 people**
- **Orchestra seating/space for 45 people**
- In selecting a venue, we also consider geography in order to spread the concerts across the state as much as possible during the concert season.
- Some hosts have used local auditoriums for the event.
- NOTE: these numbers are based on last season's actual numbers. This season may vary some.

## Equipment Needed

- Several **music stands** (around 10) to be available for instrumentalists who may have left their stands behind
- An **acoustic drum set**: If drum set will not be on carpeted flooring, we will need an area rug that can be placed under the drum set to help absorb sound and keep it from moving. If you do not have an acoustic drum set, please check with another church in the area or a local high school to borrow one. The drum set should be placed in the center in front of the director.
- **Two timpani** (26" and 29" head): If your church does not have these, you can probably borrow them from a local school or another church.
- **In-tune acoustic piano**
- **Auxiliary keyboard** that has string sounds (NC Baptists can provide, if necessary)

## Additional Needs

- **Audio system** capable of handling choir reinforcement, at least four solo microphones, some instrumental micing, etc. Monitor speakers are needed for choir and possibly other areas, depending on the room and acoustics.
- **Video system** that has both front and *independent* rear video screens. We will use our own computer and will need two HDMI connections – one for the front and one for the rear screens. **This is a necessary part of hosting requirements – no exceptions.**
- We need a **sound tech** to be present Monday afternoon for choral rehearsals that will also run the tech for the evening event. We will provide the video tech for the day.
- The venue needs to be set up and ready to go by 9 a.m. on the Monday of the event.
- **Prepare or cater lunch** for approximately 50 people. Our people will pay up to \$7 to offset your costs.
- **Prepare or cater dinner** for 110-125 people. Our people will pay up to \$10 to offset your costs. (Some churches cover this expense, but we are willing to pay any amount up to \$10 to assist.)
- **Provide light refreshments** for a mid-afternoon break for the entire group.
- Provide an **additional rehearsal room** for our men to rehearse. It should have a piano and at least 50 seats.
- Provide **ushers** to assist with a love offering and handing out programs (if applicable).
- A room near the concert venue will be needed for **instrument case storage**.
- Rooms provided for **men's and women's dressing areas**.

## Publicity

- We can provide you with PDFs for you to print posters as well as graphics for your website, social media, and other promotional needs.
- Consider contacting the local newspaper to run a story about the concert.
- Ask your local association to send out information in their news sources to other area churches.
- Contact area churches (all denominations are welcomed!), and invite them to attend.

The venue for the worship concert would need to be ready on the Monday morning of the concert by 9:00 a.m. However, our orchestra set-up person may arrange with you to be there by 8:00 a.m.

## Schedule

Here is a sample schedule of the day of the event:

8 a.m.	NCBSO setup team arrives for last-minute tweaking
10 a.m.	Instrumentalists arrive
10:30 a.m.	Orchestra rehearsal
12:30 p.m.	Lunch for those who pre-ordered
1:15 p.m.	Seating for SATB rehearsal
1:30 p.m.	SATB rehearsal
2:45 p.m.	Break
3:25 p.m.	Sectional rehearsals
3:45 p.m.	SATB rehearsal
5 p.m.	Announcements and prayer time
5:15 p.m.	Dinner & attire change
6:30 p.m.	Choir lines-up for concert
6:30 p.m.	Orchestra in place for concert
6:40 p.m.	Choir enters
6:45 p.m.	Orchestra begins prelude
7 p.m.	Welcome and opening prayer

***If you have questions, please contact Kenny Lamm at [klamm@ncbaptist.org](mailto:klamm@ncbaptist.org).***