



Info on Hosting the NC Baptist Singers and Orchestra

Thank you for your interest in having the NC Baptist Singers and Orchestra (NCBSO) present a concert of worship in your area. Following are logistics that we send to hosts to help in preparations for the Singers and Orchestra. This will give you an idea of what will be needed.

A rehearsal/concert room 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 8:00am. Below is a sample schedule for the day, and a checklist of needs for the group.

VENUE: In selecting a venue, we normally have 400-700 guests attend the concerts. There are approximately 140 group members (not all are able to attend), and 35-45 of the 140 will be in the orchestra. Choir member attendance for the choir loft averages between 75-85. Choir members who are also instrumentalists usually sing from their spot in the orchestra area rather than moving to the choir loft. 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.

Sometimes hosts partner with another church and/or their association to host the Singers and Orchestra. Several have done this. Some partner to help host it at one of their churches. One church and their association hosted the concert at a high school. About 1,000 people came. The local community choir even came onto the stage and sang one number with us.

We provide posters but also encourage your creativity in getting the word out about the concert. One host notified their local newspaper. A reporter did an interview with the church, and a nice article and photo were published in two separate papers. Another host did a radio spot.

Sample Schedule (may vary slightly)

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| 8:00-9:00 | <i>Orchestra team will arrive to assist with final arrangement/set up of Orchestra</i> |
| 10:00 | <i>Instrumentalists arrive</i> |
| 10:15 | <i>Full orchestra rehearsal</i> |
| 12:00 | <i>Lunch for orchestra (each member will pay \$5 to the concert location)</i> |
| 1:15 | <i>Seating for choir</i> |
| 1:30 | <i>SATB rehearsal</i> |
| 3:00-3:30 | <i>Break</i> |
| 3:30-4:15 | <i>SSAA/TTBB Rehearsals</i> |
| 4:15-5:00 | <i>SATB rehearsal with instruments</i> |
| 5:00 | <i>Sharing/Praying Together</i> |
| 5:15 | <i>Dinner and Attire Change</i> |
| 6:35 | <i>Orchestra in place for concert</i> |
| 6:35 | <i>Line-up for concert (choir)</i> |
| 6:45 | <i>Pre-concert music begins: Orchestra, Brass and Praise Band</i> |
| 6:50 | <i>Singers Enter for Concert</i> |

Worship & Music Staff:

Kenny Lamm, Senior Consultant
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A CHECKLIST OF MAJOR NEEDS FOR THE NC BAPTIST SINGERS & ORCHESTRA

- Set up chairs in sanctuary for choir and orchestra
 1. We will need around 135 chairs/seats for the choir and orchestra (please see third paragraph (above) about Venue).
 2. We may need several music stands for the orchestra. NOTE: we request that instrumentalists bring their own music stands.
 3. You will work with our orchestra set-up person on orchestra set-up needs
- Provide sound reinforcement for the afternoon rehearsal and the Monday evening concert
- Provide sound/ lighting and PowerPoint (if used) personnel for the concert
- Reserve rooms for instrument case storage (near the sanctuary if possible) and changing rooms for women and men
- Prepare or cater lunch for the orchestra members. They will pay up to \$5 each for the lunch. Assorted deli sandwiches or box lunches are suggested.
- Provide evening meal for 120-140 + men and women. Some churches absorb the entire cost of supper; however, if needed, group members are willing to chip in to pay no more than \$7 per person for their supper. You will receive a final meal count on **TUESDAY NOON before the concert**.
- Provide directions to the concert location.
Please send via email to the Worship & Music Ministry Assistant
- Only if requested, provide overnight housing for Singers requesting this option if necessary.
- Provide a list of convenient motels (with telephone numbers) for those who wish to make their own housing arrangements. Most of those who do not drive home will prefer to stay in a motel. Email list to Ministry Assistant.
- A light refreshment break mid-afternoon (water, soft drinks, coffee, fruit, cookies). This break takes place at approximately 3:00 PM.
- The sectional rehearsals will require two spaces. One of these can be the sanctuary. The other may be the choir room or other large room with a piano, set up for about 60 persons.
- Provide ushers to assist with a love offering and handing out programs.
- Provide one or two people to assist with CD sales after the concert. Please provide one table in a location that would benefit the sale of items.
- Be responsible for WELCOME & INVOCATION, and BENEDECTION.

Additional Details Regarding Set-up Needs for the NC Baptist Singers and Orchestra

Our orchestra set-up person will send you the current list of needs / logistics, specifically:

1. Two timpani (three, if possible), 26" and 29" head.
2. Music stands: Plan on 10. While most bring their own, sometimes several forget.
3. Podium/platform for the director to stand on high enough for director to conduct orchestra and choir, with good sightlines for all persons. Recommended 4'x4' x 24"h or higher. Please include steps and a handrail.
4. We can bring the Convention's double-wide Manhasset director's music stand for our directors to use to spread out their music at a concert. However, does your church already have one that can be used instead of us bringing the Convention's?
5. Approximately 40 chairs for the orchestra, ready to set up by 8:00am on concert day. (**NOTE: number of chairs needed may change.** Please refer to the attendance roster that will be emailed to you the Friday before the concert.) We prefer the drum set to be in the center directly in front of the director's elevated platform and work from there.
6. Do you have a digital keyboard that has a good string sound that we can use? If not, we will bring one from the Convention office. (Both Lyle Milligan and Sherry Thompson will ask you about this.)
7. We **NEED you** to supply a drum set ... **acoustic is necessary**. **If** it is a hardwood floor where the acoustic drum set will be, we will need an area rug that can be put 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. We prefer if possible the drum set to be placed in the center in front of the director. In your situation, is a drum shield needed?
8. **POWER NEEDS** for keyboards and electronic instruments: Please have two power strips and extension cords available. We use two electronic keyboards (one could be yours), bass guitar, and acoustic guitar. Incidentally, these instruments use their own amps. We do not run them through the house system. **IF you have a bass amp already on site, please let our orchestra set-up person know ahead of time.**
9. Sound/Lighting technician; You will receive an order of service and/or sound/media flowchart for your sound and lighting technician prior to the concert. (IF it is possible for a sound tech be present during the day this would be VERY helpful.)

In general, we need

--1 or 2 handheld vocal mics for soloists on stands near the choir (left and right)

--1 handheld vocal mic on a stand next to the director's podium **by 10:00am** to use during rehearsal AND the concert

--1 vocal mic during the concert for the person(s) doing the greeting / offering / closing

--3 instrument mics for piano, violin, harp

10. In addition to monitors for the choir (of piano and the director mic), IF at all possible we could use at least two monitors in the orchestra area as well as one for the director.
11. Do you have a diagram of the stage area showing potential set up for the orchestra and choir that you can email? If so, our orchestra set-up person will need a copy. Please email a diagram or picture of the area where the orchestra will be located. Measurements of the pulpit area and the distance from the platform to the first row of pews would also be a great help.
12. Please designate a room near the Sanctuary for the instrumentalists to store their cases.
13. The set-up person who will be available to help is Lyle Milligan, lylemilligan1950@gmail.com. Lyle will be in contact with you. Usually he will arrive at 8am on concert day to begin final set up.