

Ensemble Tour Checklist

Concert Chairperson

- Exchange contact information including e-mail with Music Tour Coordinator (Renee Voves)
- Review Tour Booklet: Any questions or concerns?
- Organize volunteers for the Concert Committee and arrange periodic meetings
- Determine responsibilities of the concert performance and Wartburg College
- Logistical needs
 - Equipment needs (sound, lights, setup, etc.?)
 - Arrange ushers
 - Arrival time and departures
 - Will a welcome be given? By whom?
- Free will offering
 - When will the offering be taken?

Host Family and Hospitality

- Will your organization be arranging host families? If yes, continue below:
 - Inform constituents that volunteers will be needed
 - Assign host families to the student list provided by the Music Tour Coordinator (Renee Voves)
 - Collect name, address, phone number from each host. Inform host families of pickup and drop off times and locations. Remind hosts to provide breakfast and sack lunch
 - Prepare signs with names on them to give to hosts
 - Prepare a list with host contact information for Wartburg College
- Will your organization be hosting a meal? If yes, continue below:
 - Inform constituents that volunteers will be needed
 - Will the meal be for only Wartburg or the entire organization?
 - Get a count of Wartburg students and staff for the meal
 - Are there any vegetarians or other meal restrictions (such as allergies or lactose intolerant)?
 - Confirm time and location of the meal with the Music Tour Coordinator

Promotion

- Place concert announcement in your organization's newsletter and/or calendar announcements three months out.
- Collect a list of additional organizations that you would like to send promotional information (such as other church denominations, community clubs, or retirement communities).
- Estimate how many posters and bulletin inserts you will need for both your organization and any others that you would like to distribute to.
- Organize a mailing party six weeks out to distribute posters and bulletin inserts to your list.
- Follow up your mailing list with a "reminder" phone call two to four weeks out. Be sure to ask if they've received the information.
- Place concert announcement in your organization's newsletter and announcements again closer to the date.
- Don't forget retirement communities. Call the activities coordinator to invite them to the concert.
- Place the bulletin insert in your organization's bulletin one to two times leading up to the event.
- Make several announcements during worship service.

Media

- Contact the Music Tour Coordinator (Renee Voves) to suggest news media in the area.
- Forward any additional contact names and numbers that may be good resources.
- Submit releases and information to all non-major media.

- Contact locations with outdoor marquees to help advertise
- Thank appropriate media venues for their help.
- Clip all media from newspapers, etc., for Wartburg's records.