

Host a House Concert

Set up a Concert Space

- ❖ Inside or Outside
 - If outside, have guests bring their own lawn chairs and have a backup plan in case of rain
- ❖ Space for the Band
 - e.g. 3 piece band needed about 10' x 12' but check with the band
- ❖ Chairs/seating
 - Allot 2' x 3' for each person if using card table chairs
 - consider borrowing card table chairs and setting up ahead of time
 - borrow seat cushions if you have hard chairs
 - sofas tend to encourage chatting

Band Requirements

- ❖ Fee
 - See notes below under ticket price
- ❖ Space as above
 - Stools and/or chairs (e.g. a stool for harmonicas)
 - Electrical outlets (number needed and location)
 - Bottled water on stage - 3 or 4 for each band member - more if it's hot
- ❖ Sound System
 - The band can supply or rent
 - Make sure your breakers can handle it.
- ❖ A Green Room
 - A room/space where the band can put their personal items, prepare for the show and spend the intermission. Access to a bathroom close by, chairs, water/drinks.
- ❖ Set Up
 - Arrange a time for them to set up, sound check etc. prior to guests arriving.
- ❖ Introduction
 - Ask the band for an written introduction the host/hostess can use (or use a quote from the band's website)

Invitation

- ❖ Details of the event
 - Date and Time (plan around city noise bylaws)
 - Ask people to RSVP (email or phone number)
 - Invite your neighbours or ask for their blessing
 - Include exact address, consider attaching a map
 - Parking, remind people of any restrictions
 - Purpose of the house concert (fundraiser, promotion, just for fun)
 - Indicate exactly what you are supplying - drinks, food or no food, snacks, desserts, appetizers
 - List of what guests are expected to bring
 - lawn chair/card table chair
 - cash for CDs, 50/50 draw
 - drinks (if you are providing coffee, tea, water be sure to state this on the invitation)
 - food if a potluck

- ❖ Send the invitation 6-8 weeks before if you can, send a reminder (what to bring and what the auction items will be if applicable) 2-3 weeks ahead and a final reminder the week of the event.

Tickets

- ❖ Price typically varies between \$15- \$30
 - Example
 - Cost of the band - \$750 (include rental of sound equipment)
 - Tickets are \$15.00 (typical price if there is no food)
 - Sell 55 tickets and keep a dozen or so people on the waiting list to allow for last minute changes

- ❖ **Prepay** - State that you want people to prepay for their tickets (cash, cheque, email transfer)
 - Ensure you have your costs covered
 - You don't have any delays at the door
 - Discourages "walk ins"

- ❖ Invite double the number of people that you have spots.
 - Ask friends to invite their friends.

- ❖ Sell 10% more tickets than you need to pay for the band and your expenses

- ❖ Maintain a waiting list and tell people they are on it

- ❖ Have a spreadsheet and someone at the door to check off names to eliminate physical tickets e.g.

Name	Email	# tix ordered	# tix paid	Attended Y/N	Comments

House Set Up Tips

- ❖ Use disposable cups, glasses and plates, cutlery, serviettes
- ❖ Set up big garbage cans in obvious places. I had three for 50 people. You can use the garbage cans to close off the parts of the house you don't want guests to use.
- ❖ Coolers (4 or 5) and ice for drinks people are bringing
- ❖ Corkscrews, bottle openers, ice for drinks,
- ❖ Coat racks? Shoes? 50 people is a lot.
- ❖ Set up a place to buy CDs - it is really beneficial to sales if you can have a volunteer dedicated to looking after CDs, sales and money for the entire evening. (same advice if you are having a 50/50 draw)

Fundraising Options

- ❖ If you want to have more fundraising than just ticket sales, ensure you have activities suitable for every pocketbook.
 - 50/50 draw - tell people to bring cash on the invitation and email reminders
 - Keep it simple e.g. \$5 or \$10 for a sleeve length of tickets or \$1 per ticket
 - Change e.g. roll of loonies, toonies, 20/ 5 dollar bills, and 10/10 dollar bills A carpenter's apron is great place to keep the float and the money.
- ❖ Auction
 - Ensure you have people attending who want to bid on the item(s) 2 or 3 known interested bidders makes it fun and easy.
 - A volunteer auctioneer is a good asset.
 - When you are almost ready to declare a winner you can offer the second bidder the chance to buy too. Especially for a house concert.
 - Tell people on the invitation that they should be prepared to pay for the auction item the night of your event.
 - If auctioning a house concert, make sure guests understand that it is a mutually agreeable date between the band and them. If they want to bid for a specific date, that should be arranged with the band prior to your event.
 - Have the fundraising auction at the intermission

“Look Out Kansas City” Artists contact Larry Taylor lwtaylor@shaw.ca or Stewart Chyz schyz@shaw.ca to get connected to these artists or contact the band directly through their website.

- ❖ These artists are going to the International Folk Alliance Conference in February 2014
- ❖ House Concerts are one way to raise money to cover their costs of approximately \$2500 per person

Milkwood Dreamers	www.milkwooddreamers.com	Calgary
Tim Hus	www.timhus.ca	Southern Alberta
100 Mile House	www.100milehouse.co.uk	Edmonton
T. Buckley	www.tbuckley.ca	Calgary
Lucas Chaisson	www.lucaschaisson.com	Calgary
Jenny Allen	www.jennyallen.ca	Calgary
Matt Patershuk	www.mattpatershuk.com	LaGlace, Alberta
Pear	www.pearband.com	Calgary
Travelling Mabels	www.thetravellingmabels.com	Calgary
The Doll Sisters	www.dollsisters.com	Rocky Mountain House
Alex Vissia	www.alexvissia.com	Edmonton
Maddison Krebs	soulmotion@telus.net	Okotoks
Steve Pineo	www.stevepineo.com	Calgary
Chris Gheran	www.chrisgheran.com	Calgary
Jenie Thai	www.jeniethai.ca	Edmonton