



House Concert Checklist

A Guide to Getting Ready for Your Event

We are so excited about your decision to host a House Concert with The Mays Family! We look forward to having a wonderful and blessed time with you and your guests. In order to be sure we don't miss anything, please follow this easy step-by-step checklist.

1. DATE of the event: _____
2. Address (include City/State/ZIP):

3. Choose: Indoors or Outdoors
4. Setup time: _____
5. Actual Concert start time: _____
6. Number of guests: _____

Pray every day for your concert: for you as the host, for The Mays Family to present exactly what God needs people to hear, for the hearts of your attendees, and for souls to be saved and encouraged in Him... and for good weather if it is outside!

1. Make a list of those you would like to invite. Invitations can be by email, word of mouth and, of course, standard mail. **Invite at least twice as many as your goal attendance.**
2. Plan your concert:
 - Determine how/where you will set up the "stage area" and the seating.
 - Will you serve refreshments or a meal?
 - Will you provide child supervision? Where?
 - Do you have a backup location in case an outdoor event is "rained out"?
3. Begin inviting as soon as you make the decision to host the concert and set a date. Don't wait! This will give your guests time to block out any other plans that may arise—you will be first on their calendar!

* We have provided a portion of your invitation verbiage to be sure it is not omitted—**donation based!** We want to avoid your guests' embarrassment when "the plate is passed" and they are unprepared. We can also provide samples of how the invitation should/could read. Be sure to request that your guests RSVP.



INVITATIONS

- 3 weeks prior: Send a reminder email or text to those who have not responded and a friendly reminder to those who have. Ask for RSVP.
- 1 week prior: Another reminder to those you still have not received RSVP from.
- 3 days prior: One last reminder to those who have not responded, and a friendly "Looking forward to seeing you" message to those who have committed to coming.

Keep a good record of who responds. This will make it easier for you to follow up with them and those who do not respond at all... and then finally have an expected head count.

SEATING/STAGE

- 2 weeks prior: Reserve chairs from your church or friend(s) if you need more seating.
- 2 weeks prior: Reserve platform, if outdoors and you think we'll need elevation; we recommend 96 sq ft (8 ft x 12 ft)—*this is rarely necessary, never required.*
- Day of concert: Pick up chairs, platform(s).

REFRESHMENTS/CHILD CARE

- 3 weeks prior: Will you need help? Call a few friends to join you in the fun preparations!
- 3 weeks prior: Plan your menu if you're serving snacks or refreshments.
- 3 weeks prior: Begin contacting possible child care providers (if applicable) to secure them in plenty of time.
- 1 week prior: Grocery shop for menu items.
- 1 week prior: Confirm child care and determine child care area.

DONATIONS

- 1 week prior: Select container for donations.
- 3 days prior: Begin practicing your comments regarding donations. Practicing may seem awkward, but it will make a difference in how comfortable you will feel saying it aloud to your group later.

CONCERT SCHEDULE

- 10 min. before start: Ask guests to begin making their way to the concert area.
- Start of concert: Give a brief welcome to your guests and introduction to the Mays Family.
- End of concert: Thank guests for coming and make donation request.

If you have any questions or concerns along the way, never hesitate to call and ask for help. We want your concert to be a successful and wonderful experience as much as you do!!

The Mays Family