



CHECKLIST



This convenient "Check-List" is provided to assist you in your Proverbs pre-concert preparations
All items should be checked off, well in advance of concert date

- Check contents of "Promo Package" very carefully. **Read** "Concert Confirmation Agreement" form and all other enclosed materials thoroughly.*
- Check Copies of "Concert Confirmation Agreement" and make appropriate corrections and/or changes . . . Fill all details in spaces left blank. (You are automatically making a copy on the carbonless YELLOW copy below WHITE sheet.)
Return the WHITE copy to "The Proverbs" immediately.*
- Arrange for, and confirm the availability of "Stage Hands" on your confirmation. **This is essential for all concerts including church bookings.** Please note: The Proverbs cannot begin set-up until this assistance is available.*
- Arrange for proper platform space as specified on the "Staging Layout" sheet, and plan to have this area cleared prior to the arrival of the group.*
- Arrange to have payment available prior to, or following the programme. (The Proverbs rely on concert honorariums to meet daily operating expenses, so please do not ask them to wait for cheques in the mail.)*
- ADVERTISE** ... A well planned, and properly executed publicity campaign, is essential to a successfully promoted concert.*
- Pray** that the Lord will use "The Proverbs" and each part of your programme to minister effectively to your community ... **REMEMBER** the success of this venture may well be directly proportionate to the amount of prayer that goes into it.*
- Notes: _____*

The Proverbs, Box 3, Westport, Ontario, Canada K0G 1X0
Tel: (613) 273-2818 • Fax: (613) 273-7325 • Website www.theproverbs.com