

HOSTING CONCERTS IN YOUR NEIGHBORHOOD PARK

Presented by: Building Stronger
Neighborhoods Committee



Hosting A Summer Concert In Your Neighborhood

- Phase 1 (Scheduling & Booking the Bands)
- January - February starts preparation for the upcoming summer concert series.
- By midway through the month of January you should begin contacting musicians and bands for dates and scheduling in your neighborhood park. You should ideally have all the bands booked by the end of March.
- Find bands by investigating and checking out their performances at local venues. If you can't do this, get referrals. Victor or Diana (with the Audubon/Downriver neighborhood) know many musicians and can direct you to good ones. Also, Bill Burke 921-5579. He sets up "Pig Out in the Park" each year, and can help with what ever you're looking for. Another source is the Musicians Union. Total band and sound system costs over the past few years have varied between \$200.00 - \$750 per performance depending on the size and caliber of the band.

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- As you book the bands send out agreement letters or emails to get confirmations back from the bands in writing. Discuss costs, power available in the park, performance times and mid set break between 6:30 – 8:30pm. Discuss rain out plans or slipping performance dates. Since the schedule alternates Thursdays, a one week slip might be an idea, or a 24 hour slip. If you get this set up it can be published in the brochure.
- Some bands may require sound systems Sound system providers currently used are;

Jay Nordling 714-9418, Jeff Angel 994-9366, Pat Hickey 747-4804,
Josh Bell 216-1426, Pam Meyers 323-4944

How To Host A Summer Concert In Your Neighborhood

- Phase 2 (Park Permit & Event Insurance)
 - March – April Secure Event Insurance, Park Use Permit.
 - All Lines Insurance 1501 Northwest Blvd. Tom Moore.
 - Contact Park Operations Department 363-5455 to obtain copy of Park Use Permit.
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- Phase 3 (Sponsorship and Revenue Collection)
 - Mail out the letter to the businesses in the Neighborhood and past concert contacts seeking sponsorship.

How To Host A Summer Concert In Your Neighborhood

- Phase 4 (Promotion & Concert Preparation)
- Distribute posters up at various businesses and at COPS Shops to help promote the concerts. The poster should have the date, location, bands and contact information boldly listed.
- Contact the Inlander and the Spokesman Review along with any other media you can think of and tell them about the concerts. Facebook, LinkedIn, Neighborhood Website, NextDoor, community calendars on local radio stations are great options.

Performance Day

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- _____ Make sure you have the predetermined form of payment to pay for the bands.
 - _____ Extension Cords if required.
 - _____ Chairs for Band if requested.
 - _____ At intermission, thank your sponsors, tell about next event(s) and meetings.
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- Organize clean up crews after each concert to maintain good stewardship of the event space. This will ensure that you get your full damage deposit back from the Parks Dept.