



Dorset Police Male Voice Choir Choir Information Sheet

This sheet contains all the information needed for a concert organiser to get started and hopefully have a successful and well planned charity concert. However if you do find you need further help and advice please contact the Concert Secretary. Also there are more hints and tips on our website using this link: dorsetpolicemalevoicechoir.co.uk

What the choir will do for you

The choir will provide an evenings entertainment under the direction of the musical director and with the piano accompanist. This usually starts at 7.30 pm and finishes at about 9.45 pm with a break of 15 to 20 minutes for refreshments. The choir prefers the venue to be cleared of any audience during a warm up prior to the performance. This usually takes place for 10 to 15 minutes from about 6.30 pm. The performance will consist of music from our repertoire as set out by the musical director. Requests for songs from the repertoire will be considered and included at the musical director's discretion. The choir will provide a master of ceremonies to introduce the choir. There may be other musical content including a soloist which will be announced to the organiser in plenty of time before the concert and if possible before any programmes are printed.

What you - the Concert Organiser needs to do

The Venue

This needs very careful consideration. It needs to be large enough to accommodate the choir of up to 50 men plus room for the musical director to be in front of the choir. The piano accompanist needs to be in a position to be heard by the choir and in view of the musical director.

The venue needs to be good acoustically which is why we often perform in churches. It is also preferable that the choir is staged with the back row higher than the front such as on steps or staging provided at the venue. Traditional settings with curtains and a deep stage platform do not usually make good venues for the choir.

You need to choose a venue with a seating capacity that you consider you will be able to fill by selling your tickets at the price you set. Ticket price is always something that is difficult to gauge but you should know your potential audience and how much they will be willing to pay. This will affect the amount you can raise from the concert so also needs careful consideration. A good venue will hold a minimum of 150 – 200 people in the audience.

Consider where you will hold your refreshments during the interval and where the toilet facilities are, including disabled facilities.

For the announcements the venue may offer a public address system with speakers and microphones which the announcer/s can utilise. The choir may need to use an electric piano if there isn't a suitable instrument at the venue. So consideration needs to be given as to where any mains sockets are and whether extension leads may be required.

The choir will need a separate room to use as a retreat from the stage before the concert and during the interval. Refreshments for the choir are often served in this area as well.

If you are not familiar with the venue you choose there will be someone there who can help with all these things.

Concert organisers need to work as a team to make the fund raiser a success. It is hard work but rewarding if done in a well planned and organised way. Don't try to let one person do all the work or it could fail miserably.

Publicity is all important and whilst the responsibility for publicity rests with the concert organisers, we can supply a "toolbox" of publicity aids to assist should you wish to use them.

Ticket sales etc.

As already mentioned, ticket price is down to the organiser to decide but as a guide the current ticket price seems to be between £8 and £10. The sale of programmes and a raffle can help raise further funds on the night. Check with the venue that they allow raffles and especially if you intend to have alcohol as prizes. Programmes can also feature items about the charity. Our concert secretary has up to date biographies of our music team for your use.

On the day

The choir will require access to the venue up to 2 hours before the concert starts to get set up and have a warm up. This will have to be cleared with the caretaker/keyholder of the venue. If the choir refreshments are not included in the audiences refreshments, some tea, coffee or soft drinks would be appreciated please.

If someone from your organisation wishes to speak to the audience please liaise with our M.C. beforehand.

Please ask if we can be of any further assistance. If you feel things aren't going to plan don't leave it to the last minute. We want your concert to be successful and will do all we can to help make it happen.