

Gospel Music Festival Performer Confirmation Form

Date: _____ Location: _____
 Time: __:__ p.m. – __:__ p.m. _____

Instructions and Information

First, thank you for wanting to be part of Gospel Music Festival and helping us raise awareness about the work of Community Missions. We want this to be not only a great music event for our community, but we want it to be a fun and fulfilling experience for you as well!

Over the years we have come up with some ways that we can make both those things happen. The Performer Information Form is probably one of the most important. Please read through it and fill it out providing as much of the information as possible.

Basics of the Event

The event is pretty straight forward. Seating and prelude music begins at __:__ PM. The show begins at __:__ PM with a welcome from the hosting church and Community Missions. There is a prayer of invocation and then the MC for the evening brings up the first act. Each group performs, and we try to make the switches from one group to the next as quickly as possible. At about the halfway point (around __:__ PM) there is a brief (about 5 minutes) presentation about the Mission. Right after that a free-will offering is collected. One of the performers plays during the offering. There is a prayer of dedication for the offering, and the performances continue. Generally the last group goes on about __:__ PM and we have a closing and benediction at about __:__ PM. (If the event runs long, we make huge efforts to wrap up no later than __:__ PM.) Following the performance, there is a reception with light snacks. The reception usually begins to wrap up by __:__ PM.

Order of Performance

Every year, nearly every performer asks the same question: "Can we go up first, or at least early in the evening?" Obviously, everyone can't be first. Unfortunately, we cannot guarantee the order of performance in advance of the event. There are just too many variables and so often things are changing right up to the start of the show. The order of performance depends on the number of performers we have, types of performers, special set up needs of some performers, if we have any children's choirs (we try to get them up early in the show—bedtimes and all that for the young ones), and any number of other things (many of them usually unexpected and last minute). Therefore, if you are going to perform at Gospel Music Festival, we request that you confirm only if you are able to be available for the full duration of the event (__:__ p.m. to approx. __:__ p.m.). If this presents an issue for you or your group, please contact _____ at (____) _____ or by email at _____.

As a final note on this subject, there is also the matter of courtesy to think of. All the performers at the show are there donating time and talent to help the Mission. Just as someone is first, someone has to be last. That last performer stayed, clapped, danced, and supported you while you were on stage. Please make every effort to stay for the whole evening and give them the same support. Plus there is also a reception after the show and people often want to talk to the performers.

Sound Checks, Equipment Load-In & Rehearsal

This year we are trying something new. There will be a Sound Check and Rehearsal sometime in the two weeks prior to the event. As soon as we have that date set we will let you know. We hope that as many performers as possible will take advantage of this. We have only so much time on the night of the event for sound checks. If we can get most of them done prior to the night of the event that will help you give the best performance and make the event sound much better. Again, when we have this Rehearsal day set, we will let you know.

On the night of the event, performers can begin arriving as early as __:__ p.m. for sound checks. If you can come earlier than that, so much the better! Just let us know when you can arrive for your sound check. If you have instruments and equipment that you need to load in and have set up, please leave time for that as well... OR make arrangements with us to get it done earlier on the day of the show (we being setting up in the morning). All load-in and sound checks will be completed by __:__ p.m. when seating and the prelude music starts. So if you have not been able to a sound check by then, we will just have to wing it. We know some performers are ok with that, but it is best to avoid that scenario if at all possible.

If you have questions, please call _____ at (____) _____.
 Mail: _____ . Attn: _____.

Performer Information

Performer / Group Name: _____

Address: _____

Phone Number: ____ - ____ - ____ Email: _____

Web site: _____

Music Director's Name and title: _____

Accompanist Name (if applicable): _____

Selection(s) You Are Planning to Perform

We expect to have enough time for each performer to do **1-2 songs for a TOTAL of 7-10 min performance time**. Please note, however, that the length available for each performance will be determined by how many performers we have that evening.

Tell us more about your group (or yourself)!

To help us promote Gospel Music Festival, create the printed program for the event, and best utilize our website for promotions, please provide the following requested below. Attach additional sheets if necessary. Please type or print clearly and check the spelling of all names. This is where we get the information to create the printed program for Gospel Music Festival. The way the names are spelled below is the way they are spelled in the printed program.

Write a few sentences describing your group: _____

If you or your group represents a church or ministry, please provide the following information.

General Contact Info for the Church or Ministry

Phone (____) ____ - ____ . Website: _____ Main Email: _____

Street Address: _____

Worship Service Days & Times: _____

Other types of regular activities and programs available (e.g. youth groups, prayer meetings, bible studies, etc.) and when they are held: _____

Also include the best method for others to contact you for booking or additional information. **(If you do not want your contact information made available, please check here _____.)** If you have a promotional photo of your group please attach that as well. (If you send it by email send it to [_____](#).)

Please let us know if you use the following to promote your music or your church:

Facebook: ____ MySpace: ____ Twitter: ____ Other: _____

Please take a moment and really think this through. We want to help you sound your best!

Technical Needs

How many members in your group: _____

Will you need to use the sanctuary's piano: _____ Yes _____ No

Instruments needed and/or desired. **PLEASE NOTE WHAT ONES YOU WILL PROVIDE!** The location will have the following available: Full Sound System, drum kit, & piano. If you have a direct box for your instrument please bring it with you. : _____

Will you need anything special for the sound system?: _____ Yes _____ No

of inputs needed for *instruments* (excluding Mics): _____

Number and Types of Microphones and Mic Stands needed: _____

Will you be singing to pre-recorded music: _____ Yes _____ No

If Yes, what media will you be using: CD _____ Audio Cassette Tape _____ DVD _____ MP3 Player _____

Other: _____

Do you have special space or setup requirements? _____ Yes _____ No

If you are a choir, please list all the members of your group, including their names and parts if applicable (i.e. Jane Doe- soprano, John Smith- keys, vocals, etc.):
