

Hosting Instructions

A simple checklist for producing your first House Concert

STEP 1

Locate Your Target Act

- If you don't already know the artist personally, you'll need to do a little sleuthing. Google their name in "quotation marks" and add the terms 'home page' and 'songwriter'.
- Their webpage will probably contain a 'contact info' link. You can approach them by e-mail, but a phone call makes a better introduction.
- If the artist has no webpage, contact the venue where you last saw them play and ask for contact information.

STEP 2

Make the Call

- Ask what they would expect to make. (Divide this by the # of guests to calculate your cover charge if you do not plan to pass the hat). Let them know you'll help them vend their CD's.
- Explain that you are hosting a party in your home, and that they will be performing in a respectful, listening environment.
- Find out if the act is a touring concern. Offer your guest room if they are traveling!

STEP 3

Select a Date

- Their calendar link will reveal when they will be in your area next. If the schedule looks tight, consider having your concert on an afternoon a few hours before another local show. The artist might appreciate an additional opportunity to perform that day.
- Examine the available dates and look for a good excuse to throw a party. Is there a birthday, retirement, or anniversary on the horizon?
- In any case, allow the act enough time to travel to their next destination.
- Once a date is agreed upon, offer them the [contract here](#).

STEP 4

Promote Your Concert

- Once the artist returns his contract, you can begin to plan the party.
- Download the artists' photos and music samples so that you can make a flyer or webpage to advertise the show.
- If your concert is private, an e-mail will suffice. If you are inviting the public, you will need to purchase advertising and start web posting. You don't want an empty house!

STEP 5

Prepare Your Venue

- On the day of the show, make sure you have fridge space for the early arrivals, adequate seating, or space for seating that your guests will bring. It may be helpful to have a volunteer greet the guests as they arrive and collect the cover charge in a donation jar.
- Ensure everything is ready: Did you mow the lawn? Is there adequate lighting in the stage area? Is there a space for the artist to vend their CDs?
- Is there a private space for the artist to dress and prepare their show and set list?
- If you operate a non-smoking household, have you provided a smoking area outside?

STEP 6

Start the Show!

- Your invitation's start time is a suggestion. If you start a few minutes late to let the seats fill up, that's OK, but at some point, the presenter needs to start the show.
- He/she should keep their comments brief, but you should make sure that their remarks include: A warm welcome, and the location of the fire exits and bathroom.
- Request that cell phones be turned off (not just vibrate. Any electronic emission can bleed through the speakers).
- Short introduction of the artist. Enjoy your House Concert!