



3301 Seminole Drive  
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www.RingPraiseMinistry.org

## **Ring Praise Music Ministry Concerts Responsibilities of Each Party**

### **Phyllis & Sean:**

Have posters and other publicity materials on website  
Organize the music and narration  
Provide programs  
Bring bell tables, pads, coverings and bells  
Present the concert

### **Host Church Responsibilities:**

“Stage” set up and sound needs

Sound needs:

- Hook Phyllis’ microphone into sound system (if needed). I have a complete wireless Shure system.

“Stage” needs:

- Piano that has been recently tuned and placed so Sean can see Phyllis (we can do some moving when we arrive!)
- Pulpit or music stand for narrations between songs
- Space for bell tables – Phyllis’ tables are 9 feet wide and 30 inches deep plus room for her to stand behind and get around each side.

Publicize concert with posters, postcard handouts, newspaper article, etc. They can be downloaded from our website ([www.RingPraiseMinistry.org](http://www.RingPraiseMinistry.org)). Please be sure to adjust printer properties for the correct poster size. For the postcards, there is a Word document form you may use and then print like the posters. Please use only the tab to move through form.

Opening church and securing building afterward. Coordinate with Phyllis when they will arrive and need to get in for setup.

Two 6 foot tables – one for CD sales and one for picture display

Sound technician (if needed)

Heating/cooling system adjusted

Ushers for greeting people and handing out programs

Refreshments (Optional!) – food, set up, serving, clean up

Count number in attendance and tell Phyllis

Housing if requested. They enjoy home stays and need either two rooms at one location or a room at two separate locations.

Phyllis Tincher  
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