

THE SC BAPTIST SINGING CHURCHMEN - CONCERT REQUEST FORM

Please mail the completed form to: Singing Churchmen 190 Stoneridge Drive, Columbia, 29210
or email it to: janetaltman@scbpatist.org

Note: The group can only honor requests for concerts on Monday, Tuesday, or Thursday evenings, September through May, due to our local church responsibilities at other times.

Your Church/Organization: _____

Date/Time Requested: _____

Contact Person: _____ **Phone:** _____

Anticipated number in attendance: _____ **Venue capacity:** _____

Location of Concert: _____

Location Address: _____

Your responsibilities in hosting a Singing Churchmen Concert:

1. Sign and submit a concert contract sent by the director of the group approximately 8 weeks before the concert and complete a concert information sheet as provided.
2. Thoroughly publicize the concert in your community through local churches and businesses, and local news and media outlets.
3. Provide dinner at 5:30 pm for Churchmen and family members who are able to attend. A final count will be provided to you one week before the concert. Provide sound and video system and their operators. Provide handbell tables, chairs and music stands as available. Provide a recently tuned piano.
4. Approve for a Missions Love Offering to be received at the concert for the support of SC Baptist Singing Churchmen mission projects. Provide at least 4 ushers to hand out programs and receive the offering. The offering should be counted by your church and deposited in your own church account with a check sent to the SC Baptist Convention Singing Churchmen Missions Fund after the concert.
5. The host music minister and/or pastor should be present at the concert to provide an opening welcome and a closing prayer at the concert.
6. All concert requests will be considered by the Churchmen Officers in their May meeting on a first-received-first-considered basis. Our Churchmen President will confirm by phone all concert locations during the last two weeks of May for the following September through May concert season.