Host Responsibilities at an Array of Hope Concert

Array of Hope Event Summary: The "Array of Hope" Concert is a wide-ranging concert experience that features multiple musical acts, motivational speakers and thought-provoking film presentations that joyously provide a counterweight to the negative media surrounding today’s society. These concert events celebrate an appreciation of the family that is so often denigrated in today’s music, movies, TV, radio and the Internet. The show’s key themes are the sanctity of life, the importance of God in the family and the loving support prayer can bring to the spiritual and emotional development of us and our children.

The Array of Hope team consists of passionate young adults striving to pursue a life of holiness and proclaim the Gospel through music and live witness in a powerful and entertaining way.

The Mission of Array of Hope is to draw both active and inactive Catholic to the live concert event. Once attendees experience our concert, their hearts will be opened to the Holy Spirit, drawing the disengaged back to the Church and offering practicing Catholics a deeper perspective of their faith while encouraging them to become active members in their parish.

Marketing: Array of Hope will provide PDF files as well as promotional videos of all marketing materials for the Host to print and use for advertising. The Host agrees to use Array of Hope’s branding, images, and language. The Host will not create or write any marketing materials without the approval and foreknowledge of Array of Hope. The Host also agrees to follow Array of Hope’s Marketing Plan as adapted to the needs of the hosting community.

- **Committee Director:** The host will appoint a Committee Director to oversee the tasks of the four subcommittee leaders (Printing and Distribution of Flyers and Posters, Ticket Sales, Social Media and Internet, and Public Relations). The Committee Director will delegate the responsibilities to each subcommittee leader and ensure that the preparations needed for the concert are met.
**“Day of Event” Contact Person:** The host will appoint a Contact person to oversee the preparations made in the performance area for the event, provide hospitality to the Array of Hope Team, and oversee any additional things the parish may add to the event. They will work with the Array of Hope Event Coordinator to ensure that everything is done in a timely manner. The role of “Contact Person” can be appointed by the Host or be fulfilled by the Committee Director him/herself.

**Hospitality:** The Host is responsible for assisting the needs of the crew when they arrive, set-up the hospitality space, and assist with selling merchandise. The Host is responsible for a meal for the entire cast and crew (an exact number will be given closer to the event). The meal needs to be available at the meal time listed on the contract. Details for meal planning are listed in the contract.

The Host agrees to provide access to a clean room near the performance area which can be used as a dressing room, preparation area, and hospitality space for our cast and crew. This space must have tables and chairs as well as access to bathrooms. The space should be at a comfortable temperature setting (70-75 degrees Fahrenheit). We ask that there is someone available in this space for the cast and crew from the time they arrive until they eat to remedy any problems which may arise. If there is internet accessibility at the venue, the Host agrees to share the Wi-Fi information with the event coordinator. Host agrees to provide access to the performance area prior to the performance time for set up and crew arrival as outlined in the contract.

**Stage Set Up:** The stage must be elevated. If there isn’t a stage available, it is up to the Host to provide risers in the front of the auditorium or gym. Failure to do so may result in an extra fee for providing the required stage. Please allot space between the seats and the stage to allow for our screens and projectors. A 6 x10 space also needs to be allotted at the back of the seating area for setting up equipment. Please see the attached “Stage and Auditorium Setup” map for an example of the desired layout. Please be aware that we will be making loud noise during sound check about four hours before the event and may disturb neighboring rooms.

**Equipment:** Array of Hope will provide all the needed equipment for the performance. A maintenance professional or equivalent needs to be onsite at the arrival of the crew and during the set-up and sound check. This person should know the power layout and be able to advise us where the outlets are located. Knowledge of the circuit board and its location must be provided to the Array of Hope Crew.

We have a hazer which uses a water-based mist for theatrical purposes. Some smoke alarms may be sensitive to it, so we ask that you temporarily place the smoke alarms on standby at least 6 hours before the performance. The responsibility of contacting the alarm company or fire department is left to the discretion of the Host. The Host will contact the Array of Hope two weeks in advance if there are any issues.
**Merchandise**: Array of Hope has the sole right to display and sell merchandise at the performance and retain 100% of the proceeds therefrom. Additional tables will be required. Please refer to the “Stage and Auditorium Setup” map attached.
ARRAY OF HOPE
STAGE AND AUDITORIUM SETUP

ELEVATED STAGE AREA
ABOUT 30’ WIDE AND 15’ DEEP

PROJECTION SCREEN
PROJECTOR

SOUND AND LIGHT CREW

ENTRANCE

CHAIRS

MERCHANDISE

PROJECTION SCREEN
PROJECTOR