

## **LPM “ON THE ROAD” WORKSHOPS HOST SITE INFORMATION & SUGGESTIONS**

Thank you for inviting the Leadership Program for Musicians to present a workshop that meets your local needs. Please contact our Consultant-Coordinator for complete details that may not be included in this packet or in the brochure. A board member will work with you to insure you get the maximum benefit from your experience.

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### **Helpful hints to plan a successful event:**

1. Find a date, time and facility that can best host your workshop.
  - Check with local civic, music and arts organizations and church calendars to avoid scheduling competing events.
2. Find a site that has adequate parking, easy access to public transportation, air-conditioning (if needed), meal space and space/tables for vendors or display materials. We also suggest finding a church that mirrors the size and resources of the participants’ churches. Often, participants will come from smaller churches who might find it intimidating to go to a cathedral or large church. While these larger churches will have wonderful facilities, they will have little in common with the smaller church needs.
3. The site should have:
  - a good piano and/or organ (is the organ near the piano if you are using both?),
  - handbells, chimes and equipment (if needed),
  - synthesizer, band, audio/visual equipment (options if you are talking about contemporary music),
  - a white board for the presenter to write on,
  - good seating for the participants (would the workshop be better in a room with moveable folding chairs or in the sanctuary where the organ is located?).
4. If the above items aren’t available at the site, make arrangements to borrow or rent them. These additional costs will need to be figured in your budget. Other churches are often willing to loan equipment for church-related events. A free registration could be bartered for use of the item(s).
5. Call other musicians/churches in your area and invite them to partner with you in hosting the event. Not only could they work on the committee, but also they could share financial responsibility (and share in any profits). When you get more leaders involved in the planning process, you also get more potential participants. Each leader has his/her own list of contacts.

### **A suggested time line for planning a successful event:**

- **One year to six months out:**
  - Identify the kind of event you want to have, check with local calendars to avoid conflicts and, in conjunction with the LPM consultant-coordinator, find a mutually workable date for your area and the presenter(s) of the workshop(s) you’d like to host.
  - Sign contract with LPM Consultant-Coordinator for the workshop(s)/presenter(s) you would like to have come to your event.
  - Put together a planning committee and send out “save the date” postcards to anyone who would benefit from attending this workshop. Mailing lists could include past/present/potential LPM

students, local professional organizations (AGO, ALCM, AAM, PAM, Chorister's Guild, ACDA, etc.), and clergy/musician mailing lists from synod, presbytery or diocesan offices.

- Ask your area synod/presbytery/diocesan office to publicize the workshop on their website.
  - Locate a site that will fit your space needs and date.
  - Set a preliminary budget. The National LPM office can help you determine, in addition to the workshop presenter(s) fee, how much you should budget for presenter needs: transportation, lodging and meals as necessary, and any other expenses related to that particular workshop such as hand-outs or special equipment needs.
  - Begin looking for grant money from local churches, local church music professional organization chapters and/or individuals.
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- **Five to six months out:**
    - Plan all of your advertising for the event. Design posters and brochures (see enclosed samples).
    - Notify the Consultant-Coordinator of the details for your workshop so that it can be included on the national LPM website (on the homepage, we will post your information under the left-hand column marked "Upcoming LPM Events").
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- **Four months out:**
    - Plan a preliminary schedule for the day. Factor in time throughout the day for flexibility if things run over. For example, if you allot an hour for lunch but the last session runs over 10 minutes, there will still be time for people to eat, chat with each other, view the book and information table, use the restrooms, etc.
    - Arrange for all equipment needs that will have to be rented or brought in from other places.
    - Send out an initial brochure to everyone who got a "save the date" postcard, and any additional person you have identified as potential participants.
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- **Three months out:**
    - Send out registration forms with brochures. Arrange for hospitality drinks and snacks as well as lunch. There are several ways to do this:
      - i. Your committee should have coffee, tea, water, and maybe juice or soda pop available all day as part of the registration fee cost. You could also consider have a fruit bowl, cookies, granola bars, or the like available all day, too.
      - ii. Have people to bring a sack lunch.
      - iii. Tell people lunch is on their own if you have restaurant options within close walking distance. [Note: the danger here is that people won't come back for the afternoon session once they leave.]
      - iv. Have sandwiches brought in from a local grocery store deli.
      - v. Have someone from the host church cook lunch.
      - vi. Have a nearby restaurant cater lunch, like a salad bar, taco bar or pizzas. The options are limited only by what is available in your area and what percentage of the registration fee you want to spend on food.
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- **Two months out:**
    - Continue to advertise. Call people and individually invite them to come. Nothing replaces the personal contact of a phone call.
    - Check initial budget numbers and modify as necessary.
    - Verify with site that your event is on the calendar.
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- **One month out:**
    - Continue to advertise.
    - Send people a confirmation of registration that includes details about the day, such as do they need to bring organ shoes or hymnals or a sack lunch.

- **Two weeks out:**
  - Have piano tuned if necessary.
  - Make sure organ is in good working order and in tune.
  - Meet with audio person to verify they understand how to work the equipment.
  - Verify with lunch caterer, if using one.
  - Verify with any vendors or other display people. Ask what kinds of needs they have, such as a table or close to an electric outlet.
  - Verify with workshop leader(s) any additional needs they may have.
  - Send payment check to National LPM office.
  
- **One week out:**
  - Visit site and make sure you know how to get into building and lock up when finished.
  - Verify the chairs, tables, instruments, etc. that you will be using are available.
  - If the facility is difficult to find, send e-mail directions/maps to registered participants. Is it difficult to find the rooms where the workshop will be held at the church? If so, have signs out to guide newcomers to your location.

*Sample poster*

[NAME OF CHURCH/ORGANIZATION] PRESENTS  
**[NAME OF WORKSHOP]**  
WITH [NAME OF PRESENTER]

To be held WHEN

WHERE

TIME

A brief description of the workshop, its purpose, and a bit about the presenter can be arranged here. Less is better as a poster needs to be uncluttered and easy to read quickly.

**FOR MORE INFORMATION CONTACT**  
[Name of contact person and/or site phone number]