



## Procedures for Producing a LifeNet Sharing Hope Concert

Thank you for your interest in raising funds for a worthy cause through  
*LifeNet Sharing Hope Concerts*

The purpose of *LifeNet Sharing Hope Concerts* is to give talented or trained kids (or adults) the opportunity to share their gifts, talents and skills and support the mandate of LifeNet to raise hope around the world.

### How to Proceed with Your Concert:

1) Become a member of LifeNet by clicking the Join button and sharing your contact info with us. Your donation of \$25.00 will entitle you to membership and full use of the *LifeNet Sharing Hope Concerts* page where you can download master pdfs of promotional tools. The membership includes your commitment to raise funds for the express purpose of supporting and assisting LifeNet in its mission to extend hope where hope has been lost. It is understood that 20 percent of the revenue from ticket sales is paid to *LifeNet Sharing Hope Concerts* to pay for ongoing costs associated with the promotion and development of the concerts. It is recognized that the remaining 80 percent of ticket sales may be required and used by the concert organizers for expenses incurred (ie - rental of your facility); however, 100 percent of the **free-will donations** raised are to go directly to LifeNet Ministries Inc. and are to be submitted within one week of the concert via the LifeNet Ministries Inc. donation button on the website.

2) Supply *LifeNet Sharing Hope Concerts* with the details of your proposed plan.

3) Download a copy of our LifeNet Ministries video to be played during your intermission. Confirm that your equipment will serve to adequately project the video so that it is visible to the entire audience and the audio projection is adequate for all to hear.

3) Establish an administrative team which shall consist of

a) Concert Team Leader

b) Treasurer

c) Promotions Leader - responsible also for compiling the info for the programme

d) Talent Procurement Leader

e) Sound Leader

f) Staging Leader

g) Logistics Leader (arranging for instruments, venue, etc)

It is recognized that one person may fill more than one of these positions.

4) Invite talented individuals to participate in the concert. These may be all the students of a music teacher, a group of students from a school, members of a youth group, individuals from the community, or whomever you can find to constitute the content of a concert. Plan for at least two rehearsals.

5) Plan your program. The entire program should be no more than one-and-a-half-hours in length, including the 15-minute intermission. The program should be laid out so that half of the participants perform in the first half, then comes the 15-minute intermission followed by the remainder of the participants.

- Introduction and welcome - perhaps by the Concert Team Leader - inform the audience of what is to come and the purpose for the concert.
- Thank the audience for their contributions via ticket sales and tell them they will have further opportunity to contribute to a freewill offering to support the mandate of LifeNet during the intermission.
- First set
- Intermission - must feature the LifeNet video. Freewill offering (plates to be passed following the video).
- Second set
- Thank you and closing, perhaps by the Concert Team Leader

6) Wrap up - Leave your venue as you found it - no papers left around, etc. - Return equipment that has been borrowed or rented - Thank the venue.

7) Fill out your report to *LifeNet Sharing Hope Concerts* and send an e-transfer for 20 percent of the revenue from ticket sales (to a maximum of \$300.00) to [info@lifenetministries.com](mailto:info@lifenetministries.com). Pay concert expenses out of the ticket revenue.

8) Submit 100% percent of the free-will donations raised to *LifeNet Sharing Hope Concerts* via e-transfer to [info@lifenetministries.com](mailto:info@lifenetministries.com). Please confirm that this payment has been made. If there are cheques, they can be sent to LifeNet Ministries Inc., 110 East River Road, Paris ON CAN N3L 3E1

*LifeNet Sharing Hope Concerts*

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