

JESUS: ACCORDING TO LUKE

HOSTING CHECKLIST

Thank you for booking "Jesus: According to Luke"! We're confident that it will prove to be an outstanding occasion which will powerfully bring people face-to-face with the astounding character of Jesus.

This checklist has all the information you need to make the most of hosting the performance.

Make sure that you also read the blog post: 'How to host a great Backyard Bard Storytelling Event':
<http://www.thebackyardbard.com/rob/blog/post.php?postID=312>

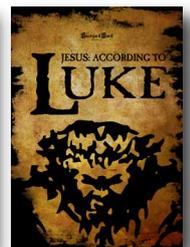
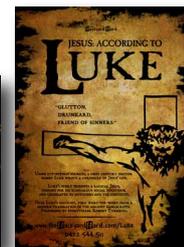
PROMOTION

In our experience, people find it easy to invite friends and family to a theatre performance. We seek to make that invitation as effective as possible by providing you with compelling promotional material to encourage people to come and the Gospel through this storytelling.

Posters

The posters come in multiple designs (and are available from our website). You may download and print them yourself or purchase them from us: A4 Gloss = 70c; A3 Gloss = \$1.45

Please tell us the size, design and quantity you require.



Postcards

Gloss postcards are available at 13.5c each. We also provide stickers for the back of the postcard with the details of your particular event.

Please tell us the quantity you require as well as the text for the stickers.



Promotional Multimedia Clips

These are available to watch and download from our website. They are designed for you to show to your community in the time leading up to the show to get people excited about the show and to encourage them to invite friends. They will also be available on a DVD at the cost of \$3.

Media Release

We provide a media release for you to send to local media organisations. **Download the general one from our website or contact us for one with the specific details for your event.**

Signage Boards

In many instances, real-estate agents are willing to provide large signage boards to advertise events. **Please contact us for contacts at real estate agents and to provide graphics for the signs.**



Website Listing

If your show is open to the public, we will put the details on our website. **Please check the website** to confirm the details are correct, including the time, date and best description of the location of your venue. We will also make a *Facebook* event listing. We suggest that you nominate a person in your community to be responsible for this Facebook page and use it to invite people to the event. Please give us their details so they can have the appropriate access privileges. On our website, we have various graphics available for you to use in advertising the show on your website or in your church newsletters and other material.

ACCESS AND EQUIPMENT

We will need access to the venue at least 2 hours before the show begins. **Please send us contact details for a point-person** that will open up for us and will be able to let us know how we can set up and use the space. The show will have multimedia running from a DVD. **Please confirm with us that you have a projector and sound system.** If a tech person needs to be available to run the audio/visual equipment, we ask they be there at least 45 minutes before the beginning of the show.

A BACKYARD BARD TABLE

We would like to set up a table with information about the Backyard Bard together with our products and also possibly snacks that people can buy. If this isn't appropriate for the particular performance you are hosting, please let us know in advance.

HOSTING CHECKLIST

- Read 'How to host' blog post
- Ordered promotional material
- Sent media release
- Checked the website listing
- Admin for Facebook event
- Access available 2hrs before
- DVD with audio available
- Supper provided for interval
- Invoice received and paid

HOW THE PERFORMANCE WILL RUN

The full-length show runs for approximately 90 minutes in two halves. We recommend that there be an interval in which we encourage the host community to provide some supper. We advise that you don't have anything in the program besides the performance.

FINANCIAL MATTERS

The two main financial configurations for the show are to either pay to host the show outright or for us to charge tickets at the door. The price for the full-length show is \$380 - if you have asked for a shorter section the price may be lower. If you are having us charge tickets at the door, then the usual price is \$12. If there aren't enough people to cover the cost of the show (i.e. 32 people to cover \$380), then we ask that the host pays the difference. If Robert will travel outside Melbourne to come to you, then we ask that you share the cost of the travelling with the other venues booked in the same trip (airfare or for petrol) as well as provide him with accommodation by being billeted with a member of your community. An invoice will be sent to you with the cost of the show as well as for the promotional material you have purchased. The invoice is to be paid by the date of the performance.



I look forward to coming to your community and sharing this life-changing story. Please continue to pray for the people who will come and see the show. Please contact me with any questions you have.

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