**Concert Organiser**

To act upon requests from MD and others to organise the Bands own concerts, including but not limited to:-

* Being the first point of contact for the MD regarding the requirements for a concert;
* Sourcing a suitable venue for a concert having regard to the check-list below;
* Checking player availability for possible dates;
* Making bookings at concert venues and handling all ongoing communication with the venue regarding equipment, seating, layout etc.;
* Arranging any supplementary items required to support the aims/theme of concert;
* Liaising with PR Lead on matters regarding publicity/promotion of event;
* Keeping the Committee informed of progress.

**VENUE CHECK-LIST**

Venue to hold at least 70 café-style seating + room for band/percussion

Ceiling at least 10 feet high.

Ideally ( but not essentially ) a stage.

Changing facilities

Cost per hour ( to include 1 hour set-up and 1 hour clear away )

Provision/staffing of Bar/refreshment facilities ( if applicable )

Venue assistance with tickets and publicity ( poster display etc. ).