

## **CHECKLIST OF NEEDS FOR THE EVENT**

**ELECTRONIC KEYBOARD:** Please supply some type of electronic keyboard. Most churches these days have some sort of synthesizer/digital piano, and whatever you have will suffice, as long as it has MIDI capability. If you are not sure what that is, your soundman or your church keyboardist should know. There are many different kinds and brands of such keyboards today, but if your church does not own one, often someone in the congregation will have one to loan. Chuck brings some extra equipment that he uses in conjunction with the supplied piano, and the effect is well worth the effort it takes to supply the electronic keyboard.

**P.A. SYSTEM:** This is an obvious requirement for most, but occasionally someone will think that Chuck brings his own, or they don't really consider the need, so we include this in the sheet. If your P.A. system in the church is really inferior, please try to borrow or rent one. In any event, please try to provide the best you can get. This is an important item to the enjoyment and even the anointing of the concert. Sometimes you can borrow or rent a good system from a local band, music store or other source. Chuck does not need an elaborate system, but the better the quality, the better the concert.

Chuck likes to use one microphone for vocal, and move it from position to position to enhance the flow of the concert by eliminating the need to change mics. Both positions, piano and standing vocal, should have a stand, with a "boom" stand at the keyboard.

Two stage monitors are requested, one placed right to the left of the keyboard, and the other placed on the floor in front of the standing mic.

The P.A. should be totally set up and ready for sound check one hour before concert time.

**SOUND CHECK:** The sound check should occur about one hour before the concert. Please have sound man available.

**TAPE SALES:** We request that a table be provided at the entrance of the hall for tape and CD sales. If expected attendance exceeds 300 or so, a second table may be needed.

**SALESPERSON:** We request that you provide a volunteer to attend each table and sell tapes and CDs after the concert. Chuck will meet with that person before the concert to go over the specifics on handling tape sales.