

Concert Committee

Purpose:

To raise funds for First Parish, reach out to the community, and provide a social evening for the congregation.

Tasks:

- Meet with minister to confirm plans
- Supplement the work of the producer in promoting the concert
- Sell tickets after services
- Track tickets given to individuals to sell
- Track income; report weekly
- Promote the concert in other Mass Bay District congregations
- Promote the concert in Harvard Square and other Cambridge locations
- Keep people who attended previous year informed through emails
- Obtain raffle items from local merchants
- Organize the raffle
- Purchase refreshments to sell during intermission and after the show
- Assign volunteer tasks: ticket takers, raffle ticket sellers, cashiers for sales tables
- Gather attendees' email addresses for communication about future concerts
- Set up tables for sales of CDs, T-shirts, mugs, and song books
- Post signs evening of concert and assist producer with tasks as assigned

Structure:

- 4-6 members; 2-year terms; consecutive terms allowed
- 2-year term for chair; consecutive terms allowed
- additional volunteers to help on the evening of the concert
- Start organizing in November
- Meetings primarily by email