



Musicademy Training Days – What we need from the host church

Thank you for being interested in hosting a training day. This is quite a streamlined process for us nowadays and we try to minimise the stress for the host church. This document is designed to set out what we need and what you can expect from us.

What Musicademy will do

- Ticket sales from our website and associated admin
- Provide 10 free places to host church worship team members (normally the volunteers)
- Devise a programme and run it on the day without the need for further input from the host church
- Create hand-outs for the day and provide slide notes to all delegates after the event
- Book tutors, special guests etc. Brief and support them. Pay them well!
- Liaise with the venue rep – your contact is normally Marie Page
- Promotion
 - Emails to our mailing list
 - Facebook, Twitter, newsletter and website profile
 - Facebook ads in the local area
 - Ask CCLI and similar to promote
 - Provide an email suitable for the host church to send to neighbouring churches and other local ecumenical links such as the Diocese, RSCM etc – remember that people often travel for an hour or so to come to these events

What we need the host church to do/provide

- The venue
 - Main sanctuary space of at least 100
 - Break-out rooms to seat
 - X50+ for vocals stream
 - X35 for PA stream
 - X20+ for guitar/bass/keys workshops
 - PA and Projector in main sanctuary + volunteer to run this
 - We like to run our backing track system from the front (so helpful to have laptop input to projector and audio jack input to PA system from the front)
 - Ideally small PA and Projector in guitar workshop room (we can bring if needed)
 - Ideally small PA in vocals room (we can bring if needed)
 - Two tables for DVD display – normally at the back of the main sanctuary
- Volunteers
 - PA set-up/packdown/supervision
 - Arrivals desk
 - Coffee

- Help us clear up at end to get the church ready again for Sunday. We always ask all the delegates to help with clearing up cups, stacking chairs etc so this is minimised for the hosts
- Promotion
 - Communicate well in advance with local churches and ecumenical organisations about the day. Get them to put out a notice / email their worship teams. Enthuse about it! Work to get people on board by calling to check they got the email and will circulate it. If you have a physical mailing list we can use that and send leaflets instead.

Normally no money changes hands between Musicademy and the host church. Musicademy runs partly on ticket sale proceeds from days like this. The church benefits by having training delivered on their doorstep and available free-of-charge to their team. The price to run a training day with input from 3 tutors if privately commissioned would be over £1,000.

Note

When churches are a significant distance from Musicademy's base (eg in the North of England) which increases our costs due to an extra travel day and overnight stay (we pay our tutors more when it takes up more than a day), we may suggest that the host church underwrites the events if a baseline number of paying tickets are not sold. We would normally need to sell about 80 tickets to make an event viable when a considerable distance away. Our mailing list is strongest in the South East so the impetus on more distant venues is to really push the local marketing.

Typically we arrive at about 8.30am for a 10am start (doors open at 9.30 for coffee). The day finishes around 4.30pm or so depending on the programme content.

Interested?

Please email info@musicademy.com for further information.