

2023 Flash! Performance Guidelines

WE WILL:

- Include your event in our summer schedule, which goes to local papers, our website (www.flashinthepans.org) & our facebook page
- Maintain an open line of communication with you to confirm plans & answer questions
- Evaluate weather & public health conditions regarding safety to set up & play - we'll include you in this discussion! Cancellation decisions will be made by 3:00 p.m. on the day of your event
- Arrive one hour before performance time to set up our tent & instruments
- Provide a fun outdoor performance for 90 minutes, with one 10 minute intermission

YOU WILL:

- Be prepared for potential changes in COVID guidelines & follow updates at www.Maine.gov/COVID-19. We plan to play outdoors but we are willing to consider indoor venues as back-up sites when the weather is poor.
- Build enthusiasm & your donations by enthusiastically promoting your event
 - contact newspapers, radio & television stations & other local media outlets well ahead to be added to event calendars
 - include information about the event in social media posts & your newsletter
 - place posters throughout your community
 - put up a BIG banner in a highly visible location
 - if you plan to give out or sell refreshments, hold a raffle, give out prizes, offer face-painting or other activities, include those details in your promotional materials
- Think about your outdoor venue well ahead of time. Plan for
 - parking & signage (for our band, your volunteers & the public). Directional signs need to be clearly visible to drivers over a distance; stand back 50 to 75 feet to see if you can still read your signs
 - lighting
 - bathrooms
 - optional activities
- At the venue you will provide
 - space for our equipment vans to drive in & out & unload
 - a parking area for 15-20 band vehicles
 - a level area at least 20 x 40 feet for our tent with access to an electrical outlet
 - table(s) with lights & decorations for donations at the entrance(s)
 - volunteers to staff entrance tables & all activities you plan to offer
 - petty cash (we recommend \$50 in ones & \$50 in fives to make change for donations)
 - NOTE: for performances scheduled at Blue Hill Town Park, you only need to supply the table & lighting for gate donations (bring a 50 ft long extension cord), & at least 6 volunteers to handle parking, donations & crowd monitoring. Keep a path open for band vehicles before & after the performance. **No parking** is allowed near the hospital Emergency Room entrance!
 - Post-event clean-up of the site – we recommend a cursory clean-up immediately after the performance and a thorough site inspection/clean up the following morning before 9:00 a.m.
- Provide volunteers to direct parking, collect donations & share information, oversee the audience & conduct sales and/or special activities. Some organizations give out light sticks or thank you stickers to donors: "I support ____." Some groups set a theme for attire, decorations & decorative lighting. Fun, happy, helpful volunteers will make a great impression & are great ambassadors for your organization.

DONATION DISTRIBUTION:

All gate donations are divided equally between your organization & Peninsula Pan, the parent non-profit of Flash! Please count these donations at the close of the event & give our half to a Co-Captain or clearly designated alternate. (Flash! is an all-volunteer organization, but we do need to pay our musical director, costs of rehearsal space, equipment upkeep & transport, etc.) You will keep all money you receive from your sales of food, merchandise, etc.