

## 2024 Flash! Performance Guidelines

### WE WILL:

- Include your event in our summer schedule, which goes to local papers, our website ([www.flashinthepans.org](http://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](http://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
  - required permits
  - 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. We have found that many audience members don't carry cash, and the cash app VENMO has been a popular way for these people to make donations at the gate!
  - 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 – please conduct 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.