



Host Church Checklist & Planning Guide

The New Generation Singers

Primary Church Contact Information

Church Name: _____

Performance Date: _____

Church Address: _____

City: _____ State: _____ Zip: _____

Key Contacts (Please Fill In)

Primary Church Coordinator:

Name: _____ Phone: _____

Facility / Building Contact (Day Of):

Name: _____ Phone: _____

Meal Coordinator:

Name: _____ Phone: _____

Host Home Coordinator (if applicable):

Name: _____ Phone: _____

Sound / Tech Contact (if applicable):

Name: _____ Phone: _____



PHASE 1: ARRIVAL & SETUP

Before Arrival

- Confirm arrival window (typically **3:00–5:00 PM**)
 - Ensure **Byron Myers has correct contact info**
 - Identify **on-site decision maker** for building access and setup
 - Confirm access to:
 - Performance space
 - Electrical outlets / circuits
 - Breaker box (if needed)
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Prepare Spaces

- Female changing room ready
 - Male changing room ready
 - (2) Adult chaperone changing rooms ready
 - Secure/lockable room for valuables available
 - Suitcase storage area ready (*ONLY if needed*)
 - Hosting singers
 - Singers staying commercial
 - Staying overnight at church
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Upon Arrival

- Meet group upon arrival
 - Connect them with facility contact
 - Communicate what can/cannot be moved
 - Show:
 - Restrooms
 - Changing areas
 - Storage areas
 - Performance space
 - Power access points
-



PHASE 2: MEAL (If Providing)

Planning

Confirm meal plan (circle one):

- Potluck
- Church-provided meal
- Catered
- Other: _____

Confirm serving time
(Typical: ~6:15 PM, but flexible)

Plan for **~75 people** *(Confirm with Byron for Final Tour Number)*

Day Of

- Meal is ready on time (or adjusted as coordinated)
 - Serving area prepared
 - Drinks provided
 - Trash & cleanup plan in place
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PHASE 3: PERFORMANCE

Scheduling

- Confirm start time: _____
 - Confirm program length:
 - Full concert (60–90 min)
 - Sermon in Song (~30 min) (usually reserved for morning service)
 - Confirm if part of a morning worship service
 - Communicate any special service elements
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Promotion (Resources on Website)

- Announced to congregation
 - Social media shared
 - Posters or slides used
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Offering (Optional)

- Decision made on love offering: YES / NO
 - Ushers or process planned (if applicable) (Singers can facilitate)
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Before Performance

- Building open and ready
- Seating arranged
- Climate comfortable
- Doors unlocked for guests



PHASE 4: HOSTING SINGERS (If Participating)

Planning

- Host Home Coordinator assigned
- Number of host homes secured: _____
- Plan for:
 - Minimum 2 singers per home
 - Ideally 4+ per home (if possible)
- Homes assigned:
 - Boys homes
 - Girls homes

Host Communication

- Hosts understand they provide:
 - Sleeping space (floor is OK)
 - Shower access
 - Breakfast
- Hosts informed of:
 - Pickup time after performance
 - Return time next morning (~8:00 AM or adjusted)



After Performance

- Host families present at church
 - Clear meeting location communicated
 - Singers matched with hosts
-

Next Morning

- Return time confirmed: _____
 - Church open for return arrival
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FINAL PREP & DAY-OF FLOW

Day-Of Timeline (Fill In)

Arrival Time: _____

Meal Time: _____

Performance Time: _____

Host Pickup Time: _____

Morning Return Time: _____

Final Checks

- All key contacts reachable by phone
 - Building access confirmed
 - Volunteers know their roles
 - Clear communication plan in place
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NOTES / SPECIAL INSTRUCTIONS

Quick Reminders

- We bring all our own sound and tech equipment
 - This includes all power cords, instruments, risers, sound, and lights
- We travel with a talented set of tech folks
- We simply need guidance on your space and power
- Simple meals and simple hosting are more than enough
- Flexibility is always appreciated—we will work with your schedule

Thank You

Your preparation and partnership make this experience possible.
We are incredibly grateful for your church and your willingness to host The New Generation Singers.