



# PETERBOROUGH NEW HORIZONS BANDS

## Concert Committee Terms of Reference

**Date Issued:** 2024 July 4

**Purpose:** To manage performances

**Responsibilities:**

- To plan and organize PNHB performances.
- To organize and manage fundraising activities like advertising in concert programs.
- To follow the "Financial policy" regarding to expenses and reimbursement.
- Work closely with the Publicity and Social Committee.
- Assist the BOD and a Conductor with venue selection.
- To keep the Board Liaison informed of the committee's progress and of any needs to bring to the board's attention. The Board Liaison will let the committee know of any board decisions that will affect them.

**Composition:**

1. Concert Manager/Chair to coordinate the committee activities.
2. Advertising coordinator to track the advertisements and funds, to ensure all are gathered before the performance and get helpers to talk to businesses for advertisements.
3. A Concert program creator.
4. A Ticket sales coordinator. Design and print tickets. Coordinate Band Representatives to assist.
5. An Artist (optional)
6. A Moving of equipment coordinator. Work with the conductors to get a list of what percussion equipment is needed to move. Coordinate the moving crew helpers.
7. A Stage coordinator to work with the venue to ensure stage and sound needs are addressed. Coordinate the stage usher helpers.
8. A Box Office coordinator. Gather items needed to sell tickets and distribute programs. Coordinate helpers.
9. A/R Coordinator to gather and track the funds received for tickets and advertising.
10. Band Representatives or alternate to distribute and gather funds and tickets from members in their band.
11. A Board member liaison is assigned to this committee.
12. Helpers as needed (getting advertising, box office helpers, stage usher, clean up crew, set up crew, moving crew)

For 1 thru 8 roles, see the Concert Committee Position Descriptions for a full description of what each position is responsible for.

For 9, see the A/R Coordinator Position Description.

For 10, see the Band Representative Position Description.

For 11, see the Board of Directors Position Descriptions.



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**Terms of Membership:** One year renewable

**Date Approved:** July 4 / 2024

**Signed:** *Judith Kudry*  
PNHB President

**Signed:** *Bev Murphy*  
PNHB Board Secretary

**Revision History:**

Date	Description	Who
2024 July 4	Create	Bev Murphy