



5 Steps to Organize Your September Concert

1. Identify What You Need

Musicians • Venue • Volunteers • Emcee • Sound Equipment • Banner (mandatory) • Program Flyers

2. Contact your Music and/or Dance Department

Enlist them to create a **free** concert for your community on September 11th. Approach:

- Mayor's office
- Arts commission/council
- Music schools and universities
- Performing-arts groups
- Churches and libraries

They may assist you by providing a space and/or sound equipment, promotional support, musician contacts, financial help, and volunteers.

3. Determine Time & Duration of Concert

Think of your venue and the most appropriate time of day to attract an audience. If it is an outdoor space near businesses/offices, a lunchtime concert might attract more people than an evening performance.

4. Register Your Concert –

Let the World Know What You Are Doing

Register your event on our website: www.septemberconcert.org > Organize a Concert > Register Here

For registration assistance, contact: Elisa Zazzera: elisaATseptemberconcertDOTorg

5. Create your Banner

A banner is mandatory and produced at your own cost. Logo specifications are available on our website: www.septemberconcert.org > Organize a Concert > Organizers Kit (on side bar)

If you have any questions, please contact: infoATseptemberconcertDOTorg