



2441-Q Old Fort Pkwy #354  
Murfreesboro, TN 37128  
615-631-6862  
YancyMinistries.com

## EVENT CHECK-LISTS FOR HOSTS

Thanks so much for having Yancy at your event! Here is a **check-list** for you to use that might help you organize and prepare for Yancy's arrival. All items on check-list are per *Booking Agreement* and the *Concert Needs and Equipment Rider*. **Please pay close attention to what Yancy needs for the event.** It is important to have things prepared before the sound check time. The promotional website where you can download the rider, posters and more is **[YancyMinistries.com/tourpromotions](http://YancyMinistries.com/tourpromotions)**

### EQUIPMENT NEEDS

- 1. Yancy will need to use sound equipment provided by the host.**  
\*See Technical Rider for details on what she brings and what you need to provide. Items that you need to provide include:
  - 6 Open channels on your sound board
  - 2 Mic stands with boom arms
  - Keyboard
  - Stool for keyboard height
  - Necessary XLR and 1/4" cables
  
- 2. Video projector** (Yancy brings her lap top which is loaded with song lyrics, workshop presentation and videos.) Please provide the VGA or HDMI cable to plug into her computer.
  
- 3. Adequate size screen** for crowd size.
  
- 4. TWO 8' tables** to sell CD's, t-shirts and novelties on. Set up in a high-traffic area. (We will provide our own table cloth and money bag.) Please have an **outlet** or adequate extension cord at merchandise table.
  
- 5. SIX bottles of spring water** per day, available at room temperature.
  
- 6. Private dressing room** with restroom access (preferred) for Yancy to use as needed.

### **FINANCIAL NEEDS**

- 1. Honorarium** per booking agreement made out to “Yancy Ministries, Inc.”.
- 2. Travel expenses** if applicable per booking agreement. Most likely you will have already paid for the necessary travel expenses by time of Yancy’s arrival but if not, please have the appropriate reimbursement ready upon arrival.
- 3. Lodging** if applicable per booking agreement. (We prefer a non-smoking, king bed room.)
- 4. The opportunity to sell CD’s, t-shirts, etc.** (Promoting this ahead of time is a huge help to Yancy!)

### **MAN POWER NEEDED**

- 1. One designated sound person to run house system along with Yancy’s Road Manager.** (Meet for sound check 90 minutes before doors open for event or the previously discussed sound check time.)
- 2. At least ONE to TWO designated people to work the product sales table** 30 minutes before and after the event. (Meet with Yancy’s Road Manager 30 minutes before doors open).
- 3. A background check approved person to watch Sparrow & Rhythm** during the concert and afterwards during the autograph time at the product table. (If it has been communicated to you by our office they are coming.)

We are praying for your event and are excited to see all that God is going to do in the hearts and lives of those who attend. See you soon!

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