



CLEVELAND PERFORMING ARTS MINISTRIES

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(440)944-0635 • WWW.TETELESTAI-CPAM.ORG

SAMPLE
HOST CHURCH/FACILITY STATEMENT OF COMMITMENT

CHURCH/FACILITY REQUIREMENTS

1. Church and dressing room facilities must be made available for tech-in(set up) the day before the first performance. (Any conflicts of CCD or PSR or other usage of the same rooms must be addressed with the *Tetéléstai*® staff.)
2. Church and dressing room facilities must be open to cast and crew and closed to the public two (2) hours prior to each performance. PLEASE BE AWARE OF CHURCH SERVICES THAT MAY NEED TO BE CHANGED.
3. Security arrangements must be made with a *Tetéléstai*® representative – who will be responsible to lock up, where to secure keys, if a security company needs to be hired or if Church volunteers will be available, etc.
4. Equipment – vacuum cleaners, brooms, etc. will be made available to the *Tetéléstai*® staff for clean up.
5. ONCE STAGING, SOUND AND LIGHTING EQUIPMENT IS SET UP, IT MAY NOT BE MOVED FOR ANY REASON (i.e., weddings, funerals, etc.).
6. The pastor or other representative should be available 10 minutes prior to each performance to welcome the audience, advise where the necessary facilities are, mention the free will offering (see point 7 below), and lead the audience in prayer.

FINANCIAL REQUIREMENTS

7. Weekly production costs exceed \$4,500.00. These costs are offset by a FREE WILL OFFERING which is taken by the cast AFTER each performance. The host Church/facility agrees to guarantee a minimum collection of \$2,500.00 by making up the difference in the event the minimum amount is not collected. If the Church utilizes the Publicity/PR materials which will be provided by CPAM to advertise the production, and also reaches out ecumenically to area Churches with calls and letters of invitation, this amount is readily attainable. **RECEIPTS in EXCESS of \$2,500.00 will be retained by CPAM** to help cover operational expenses for the continuation of the ministry.
8. A representative from the host Church/facility will be available after every performance to verify the free will donations.
9. If the Church/facility is unable to host *Tetéléstai*® due to circumstances beyond its control (acts of God, accidents, etc.), it will have no obligation to meet its \$2,500.00 financial commitment to CPAM.

COMMITTEES

10. **Hospitality** – immediately following each performance, this committee will host a reception in a hall, auditorium or gymnasium for the audience to meet the cast and crew and have time for prayer and fellowship. Refreshments (coffee, punch, and cookies for example) will be provided by this committee and served at this reception. This committee is also responsible for cleaning up this area after each reception.
11. **Publicity** – this committee handles all the publicity in your local area. Committee members should contact the local newspapers, radio and television stations, local newsletters, bulletins and bulletin boards. This committee will also distribute the flyers and posters provided by (CPAM) *Tetéléstai*® to local merchants and Churches.
12. **Outreach** – since *Tetéléstai*® is an ecumenical endeavor, a committee should be formed to reach out to the faith communities in your area via ministerial church associations or interfaith councils. Every effort should be made to invite local Church clergy and their congregations and suggest or offer the idea that they help with the hospitality by hosting one of the receptions or helping to usher – becoming involved!
13. **Prayer** – as we lift up your faith community before, during and after our presentation at your Church/facility, we ask that you form a committee to encourage prayer and support for cast and crew, that we may continue to do the Lord's will with our ministry.

Church/Facility Rep. Initials _____ Date _____

CPAM Rep. Initials _____ Date _____