

# Your School Name

»Address « »City«, »State« »Zip«  
»Phone «

»Princ/Dir«, Principal

Dear Parents,

**We are delighted to announce that a special Family Night has been scheduled for Thursday, January 23rd and we want you to come. We feel very fortunate that this exciting evening will feature a concert by award-winning children s songwriter and recording artist, *Timmy Abell*.**

This is the first time we have hosted an event like this, and we are happy to have the opportunity to invite the entire school community to come together for a really outstanding evening of high quality family entertainment.

Timmy Abell is a national concert performer from Asheville, North Carolina, who has entertained and educated millions of young people through his programs of folk music and storytelling. Reviews of his work include comments from educators and parents like, *Timmy Abell s performance was one of the most spellbinding acts we ve seen. His ability to involve the audience in all aspects of his performance make this an upbeat and superb performance that will bring a joyful tune out of anybody s soul* , and *Your CD is the most requested in our home. Thank you. Your music has helped us make memories that will last a lifetime....for all of our family* . Timmy s recordings have received national awards from the American Library Association and Parent s Choice , and he has been featured often on UNC-TV.

Remember it s Thursday evening, January 23rd. The concert will begin at 7:00 p.m., and the whole evening will be over by 8:15. **This is a program designed for the entire family and we urge you to come and enjoy the evening with all of your kids.** Our school is sponsoring this event and profits will go toward special projects.

**Please get your tickets soon, and plan to join us for one of the most exciting and unique evenings of the entire year. You won t want to miss it!**

Sincerely,

»Princ/Dir«, Principal

»Contact Person«, Cultural Arts Coordinator

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## ***Ticket Order Form***

*Please complete this form and place it in an envelope with your cash or check (made payable to »School/Sponsor« ); then give this to your oldest child, with his or her name and teacher s name written on the envelope. (Ticket prices at the door will be \$3.50)*

Child s Name \_\_\_\_\_ Teacher s Name \_\_\_\_\_

# Tickets @\$3.00 \_\_\_\_\_ Total enclosed \$ \_\_\_\_\_

# Your School Name

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»Address « »City«, »State« »Zip«  
»Phone «

»Princ/Dir«, Principal

## *Special Family Concert*

**January 23, 2001 7:00 pm**

Dear Parents,

**This is our final reminder to encourage you to come out tonight for our gathering of »School/Sponsor« families.**

The evening will feature a concert performance by one of the Southeast's premiere children's recording artists, *Timmy Abell*. Timmy's Family Concert has been featured as a special TV program, *Timmy and Friends: A Folksingin Celebration*, on North Carolina Public Television. His concerts have been enjoyed by countless families throughout the United States for over 20 years, so this promises to be a memorable evening for everyone, and we urge you to bring your children.

Ticket prices are \$3.50 at the door. Profits from the evening will go toward school projects, so we appreciate your support. **Everyone attending will have an opportunity to win door prizes, so join us in the fun, and come on out!**

This is a valuable opportunity for us to strengthen our school community. **The concert will begin at 7:00 pm.** It lasts just under an hour, so you can be home by 8:15 pm at the latest. See you there!

Sincerely,

»Princ/Dir«, Principal

»Contact Person«, Cultural Arts Coordinator

# *Timmy Abell s Evening Family Concert*

## **Contract and Agreement Form**

**T**his contract will be for the purpose of defining conditions and provisions between *Timmy Abell* (Artist) and \_\_\_\_\_ (Sponsor), to ensure successful planning, production and completion of an evening Family Concert.

Therefore, **It is mutually agreed between the parties as follows:**

**CONCERT LOCATION:** \_\_\_\_\_

**CONCERT DATE:** \_\_\_\_\_ **TIME:** 7:00 pm

**SOUND SYSTEM WILL BE PROVIDED BY:** Timmy Abell

**OTHER TECHNICAL REQUIREMENTS:** Two tables, (@ 6 )

### **PRE-PRODUCTION REQUIREMENTS:**

- (1.) Artist will supply Sponsor with two separate letters to parents, an illustrated flyer, and pre-printed concert tickets. First letter will include the ticket order form.
- (2.) Sponsor will promote concert through all school channels of communication.
- (3.) Sponsor agrees to send first letter home to parents one week prior to concert, and second letter and/or flyer on the day of the concert.
- (4.) Sponsor agrees to collect ticket money for the week prior to the concert and at the door for 30 minutes prior to the concert.

### **FINANCIAL ARRANGEMENTS:**

- (1.) Advance ticket prices are \$3.00 per person. **Ticket prices at the door are \$3.50 per person**
- (2.) Total proceeds from all ticket sales shall be divided equally between Artist and Sponsor.
- (3.) Sponsor shall issue one check to Timmy Abell for 50% of net proceeds at the conclusion of the concert, or by mail within a week.
- (4.) Funds collected by Sponsor for sale of refreshments, T-Shirts, etc. shall belong solely to Sponsor. Funds received by Artist for recordings shall belong to Artist.

**Sponsor**

**Artist**

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

400 Beaverdam Road  
Asheville, North Carolina 28804  
(828) 253-7225

# Checklist for Family Concert

School Name  
»Contact Person«  
January 23, 2001  
7:00 pm

- **Contract** / Agreement Form (please return white copy)
- **Letter #1** / Duplicate and send home to parents one week prior to concert
- **Letter # 2** / Duplicate and send home to parents on day of concert, and/or: 8.5 x 11
- **Black & White Flyer** / Like the color one, for duplicating
- **Promote the event through all school channels of communication. A successful event depends on consistent, enthusiastic promotion.**
- **Ticket Inventory Forms (Classroom & Master)** / Available, call.
- **Large Color Photo** / Create a poster
- **8.5 x 11 Announcement** / For use with the photo
- **8.5 x 11 Color Flyers** / Post on front door, etc.
- **Tickets Printed** / Yes, they will arrive in a separate envelope

Questions or concerns? Call Timmy Abell (828) 253-7225