

FUNDRAISING EVENTS GROUP  
IN ASSOCIATION WITH  
LIP SYNC BATTLE FUNDRAISERS  
PROUDLY PRESENT

# LIP SYNC LEGENDS



HERE'S HOW IT WORKS...

## EVENT STAGES

FUNDRAISING  
EVENTS GROUP

4. LIP SYNC LEGENDS - EVENT STAGES

# EVENT STAGES

## HERE'S HOW IT WORKS...

### THE EVENT IS DIVIDED INTO 3 STAGES ...

#### LET'S GO .....

Once you have decided to run this Event for your Club we will assign an **Event Operations Manager** and **Media Operations Manager** to take care of the Event & Media requirements. From Professional Choreographers, Professional Sound & Lighting Engineers to Event Crew, Media Crew, and Print Crew we have the Teams and Crews to make your Night a huge hassle free success. There will be several steps along the way with commitment for the Contestants Stage from 1st Training & Launch Night to Live Show taking 5 Weeks.

### STAGE 1 | Gig Announcement

- Event Information Meeting
- Confirm Date & Venue of Event
- Event Poster & Video (Gig Announcement)

### STAGE 2 | Contestants Now Registering/Main Sponsors

- Event Operations Meeting/Contestants Now Registering
- Get Main Event & Premium Sponsors
- Confirm Club Roles/Committee
- Confirm Training Dates, Launch Night Date

### STAGE 3a | The Launch Night & Contestant Training

- Meet The Producers/Contestants Night
- Audition Night
- The Launch Night | **Contestants Now Fundraise**
- Dance Tuition & Dress Rehearsal
- It's Showtime! - The Live Show (Professional Production)

### STAGE 3b | The LIVE Show

- Post Event Media Edits (Galleries & Videos) | **Performance Edits/Highlights Videos/Live Photo**

# EVENT STAGES

## STAGE 1 | Gig Announcement

### EVENT INFORMATION MEETING, EVENT POSTER & VIDEO

#### EVENT INFORMATION MEETING

This usually happens at the start of the process once the Initial Deposits are paid for the Event Booking. We will arrange one of our Event Operations Team to give you and your committee an overview of the entire Event and Process including Fundraising Revenue Streams/Tips and Package Guide/Payments Structures.

#### ADVERTISING THE EVENT | RECRUITING CONTESTANTS

One of the 1st steps is to get your Gig Announcement Poster and Video done by our Media Crew to advertise the Event and Start Recruiting Actors. Our Media Operations Manager will provide you with this Video and Poster, both Printed and Digital versions, titled 'Contestant's Now Registering'.



# EVENT STAGES

## STAGE 2 | Contestants Now Registering/Main Sponsors

### EVENT PLANNING & RECRUITING CONTESTANTS

#### Main Event/Premium Sponsors & Promotional Material and Tickets

### STAGE 2

- Elect Club Executive Producer, Elect Other Club Roles
- Initial Site Visit - Confirm Venue Suitability
- Confirm Schedule (Dance Tuition/Dress Rehearsal)
- Confirm Launch Night Date & Venue
- Confirm Main Event Sponsors
- Confirm Fundraising Rates
- Set Up On Line Ticket Options (Attending/Non Attending)
- Set Up Donation Pages (for each Act)
- Contestants Now Registering (Waivers to be Signed by Contestants)

### EVENT OPERATIONS MEETING | INITIAL SITE VISIT

This is where it all begins and first to meet with you will be your **Event Operations Manager** around 4 weeks prior to the first Tuition Night to go through all the final details ahead of the start of the Operations Period which will include the Contestant Tuition, Launch Night and Live Show. This meeting will be approx. 10 weeks prior to the Live Show Date. There may be a requirement at this stage to visit the Venue to ensure it is suitable for the Event, if not one of our previous venues that we have worked in.

### MEDIA OPERATIONS

Our **Media Operations Manager** will send you the Welcome E-mail. At this stage there will be more emphasis on promoting the Event and getting Tickets, Signs, Posters, Promotional Videos, Social Media Pages, and getting your Main Sponsors and Premium Sponsors on confirmed. It is also recommended to get the Sale of Tickets on line at this stage (Attending and Non Attending).

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## FUNDRAISING

After the Launch Night has taken place and the ACTS are confirmed, the Contestant Fundraising part of the event begins with Contestants seeking Act Sponsors, Contestant Sponsors/ Sponsorship Cards, and selling Tickets to Family and Friends. General Tickets will be on Sale throughout the Club also. The Advertising and Sponsorship Manager will be working hard during this period to get additional Adverts (Full Pages and Half Pages) in the Souvenir Booklet for the Night.

# EVENT STAGES

## STAGE 3a | Contestant Phase

### LAUNCH NIGHT | ACT GROUPING | DANCE TUITION & STYLE CONSULTATION

#### MEET THE CONTESTANTS & PRODUCERS

We start Stage 3a, Contestant Training Phase, with a Contestant Information Night with our Professional Choreographers. This takes place at your Clubhouse or Local Pub before your 1st Training Session. Your Club Members assigned to this Role will be present also.

### Which Legend Will You Be ?

#### ACT GROUPING NIGHT/GROUP DANCE

##### WE DECIDE WHO WILL BE IN WHAT ACT!

Once you have gathered your Contestants we will initially hold an Act Grouping Night. At this Night your would be Lip Syncers will be accessed and assigned into their Acts. Our Choreographers will ensure there is a suitable Act for all. Iconic Solo Legends such as Freddy Mercury, George Michael, Elvis and Bruce Springsteen, to groups such as ABBA, The Jackson Five, and The Spice Girls, they will ensure everyone is in a suitable Act. There will also be a Group Dance performed by all and this starts practice immediately. Once completed it's The Launch Night & they begin The 5 Week Dance Tuition/Practice ....

### The Acts are Confirmed ...

#### THE LAUNCH NIGHT

##### ACT ANNOUNCEMENTS

Once the Acts have been assigned, an Event & Media Launch Night can take place. In attendance on the night will be all the Contestants, plus Members of the Club and the Contestant's Supporters and Friends. We will then announce which Acts they will be performing at the Live Show. Introduced by our MC and DJ, with Lighting and Backdrops.

### 5 Week Plan ...

#### DANCE TUITION & STYLE CONSULTATION

##### IT'S TIME TO PRACTICE , PRACTICE , PRACTICE ...

Once the Launch Night is complete and everyone knows their Act/Routine, it is time to Practice, Practice, and Practice. Our Choreographers will be with your Contestants for 5 weeks in advance of Live Show to ensure everyone is ready for the Big Day, usually training 1 Night/Day each week. Our team will advise your Contestants on all Style and Costumes, and will get your Contestants as close as possible to the real thing.

# EVENT STAGES

## STAGE 3b | The LIVE Show

### **It's Showtime!** **The Live Show (Professional Production)**

#### **THE LIVE SHOW ....**

##### **IT'S TIME TO SHOWCASE THE ACTS**

Once all the Training is complete It's Showtime and time for your hard work to be showcased to the Public. Usually a Club would book a local Hotel or Venue suitable for the event. Having created some of Ireland's Most Professional Stage Shows and Events, our Production Team will create a Big Stage WOW Factor using Professional Drapes, AV, Stage, PA, and Lighting, plus our Giant LED Video Wall. The format for the Show will see each Act take to the Stage and Perform their Routine one after another until all 12/16 Acts have Performed. Our Judges will give their comments on completion of each Act and give their Scores. The Scores, coupled with Votes and Pre Event Fundraising by Contestants will determine who competes in the Dance Off. As this event can have Solo's or Group's the fair way is to have Pre Event Fundraising for Multiple Member Groups (total divided by number in group). Voting will take place during the interval once all the Acts have initially performed.

#### **THE DANCE OFF**

##### **LET'S SEE THE TOP 4 IN ACTION AGAIN TO DECIDE!**

When all the Acts have performed and all the Votes have been placed, the 4 finalists will be selected. Once the interval is complete all Acts will be invited to join the MC on the Stage where he will announce, in a pulsating fashion, the 4 Acts who will be in The Final. At this point it is up to the Judges with each Act giving it one more shot to impress, after which the 4 Acts will join the MC for the final time on stage for the Winner Announcement

**.... And the Winner is ?**

# EVENT STAGES

## STAGE 3c | Post Event Media

### LET'S SIT BACK & SEE ALL THE GALLERIES & VIDEOS FROM THE NIGHT

Once the Event is complete our Media Operations Team will post all the Galleries, Performance Edits, and Highlights Videos from the Night - Legacy for Life!

We will have from the Main Live Show:

- **Live Show Photo Gallery**
- **Individual Performance Edits**
- **Highlights Video Edit**
- **YouTube Channel Created, Complete Playlist**





# FUNDRAISING EVENTS GROUP

**Fundraising Events Group** in association with **Lip Sync Battle Fundraisers**

**CONTACT THE EVENTS TEAM NOW**

**t:** 01-8343300 | **m:** 085-8505917 | **e:** info@fundraisingevents.ie

**www.lipsyncfundraisers.ie**

**www.fundraisingevents.ie**

