



## COORDINATOR INFORMATION

Thank you for your help in organizing Watoto's Better Days concert for your community. Please read below a few guidelines that will help make the concert at your church a success.

**TEAM COMPOSITION:** There are 28 people all together traveling with the Watoto Children's Choir. The team is made up of 15 children, 11 Ugandan adults along with a Watoto bus driver & truck driver.

**ACCOMMODATION:** Please provide 3 moderately priced hotel rooms for the team leader and 2 drivers as well as 10 host homes to accommodate 1 adult and 1-2 children. See enclosed Team List & accommodation Information to be filled out and returned to the choir team leader.

**MONDAY/DAY OFF:** Monday is the choir's day off. If your church is hosting the children for Sunday and Monday evening, we would greatly appreciate it if the host homes kept the team members at home for the day. If alternate arrangements need to be made, please contact Emma Weller or the choir team leader, Joel Kibalama.

**MEALS:** The team is grateful and will eat any type of meal provided. Please provide a meal at the time stated and confirmed on the schedule. Host homes will need to provide the choir with breakfast and a bagged lunch. That would be greatly appreciated!

Please keep nutrition in mind when preparing meals. We ask that you avoid serving soft drinks and confectionary. There are no food allergies that you need to be aware of.

**A/V EQUIPMENT:** The choir travels with their own A/V equipment. Please find enclosed the Technical Rider to be given to your technical team prior to the choir's arrival. It would be helpful to have a member of your technical team available when the choir arrives at the church to set up.

**ACTIVITY ROOM:** Please supply the choir with a large room to have devotional time and prayer time prior to the concert and to complete schoolwork the following morning.

**DISPLAY TABLES:** Please supply the team with 3-4 tables in the foyer. These tables will be used to promote Watoto's Sponsorship Program and merchandise sales.

**VOLUNTEERS:** We would greatly appreciate it if there were volunteers to help the choir on the night of the concert. If we could have 2-3 volunteers to help at the merchandise tables for 30 minutes before and after the concert that would be helpful. One of the Watoto team members will meet your volunteers at the merchandise tables 30 minutes prior to the concert.

**LENGTH OF PROGRAM:** Better Days' program runs for approximately 1 hour and 15 minutes. It is recommended to have the choir perform the entire program, but adjustments can be made to shorten the concert if necessary.

**LIVE STREAM** Watoto owns the rights to the music shared in the program, so if your church chooses to livestream the service, it should not get flagged for copyright infringement. If you wish to live stream the service, we ask that you notify the choir's team leader upon arrival.

**LOVE OFFERING:** Following a brief challenge and overview of the ministry, we welcome the Pastor to receive a love offering to be given to the general fund of Watoto. Please have volunteers available to receive this love offering. We would appreciate it if one check is issued and made out to Watoto Child Care Ministry. Checks can be sent to: **Watoto US - 13617 N. Florida Ave. Tampa, FL 33613**

*\*Please note that the Watoto Children's Choir does not allow the sale of tickets.*



## TEAM LIST & ACCOMMODATION INFORMATION

Please fill in the host home information and give it to **Joel Kibalama** upon arrival at your church. We ask that each host home group be given a copy of Watoto's *Guidelines for Hosts* prior to the team's arrival. Please ensure that you place the children in a safe environment and with families that you know well.

**\*\*\*Groups 7, 8, 9, and 10 can be combined as needed**

VENUE NAME: \_\_\_\_\_ DATE(s) HOSTING: \_\_\_\_\_  
COORDINATOR NAME: \_\_\_\_\_ COORDINATOR PHONE #: \_\_\_\_\_

<b>HOST HOME INFORMATION</b> <b>Choir 120:</b> (please print)		
Group 1	Auntie Gloria, Violet (11) Address: _____ Phone #: _____	Host Name: _____ City/State/Zip: _____ E-Mail: _____
Group 2	Auntie Priscillah, Gabriella (10), Rahma (12) Address: _____ Phone #: _____	Host Name: _____ City/State/Zip: _____ E-Mail: _____
Group 3	Auntie Moureen, Rebecca (9), Orine (11) Address: _____ Phone #: _____	Host Name: _____ City/State/Zip: _____ E-Mail: _____
Group 4	Auntie Tina, Karina (7), Desire (11) Address: _____ Phone #: _____	Host Name: _____ City/State/Zip: _____ E-Mail: _____
Group 5	Uncle Moses, Gabriel (10), Ambrose (12) Address: _____ Phone #: _____	Host Name: _____ City/State/Zip: _____ E-Mail: _____
Group 6	Uncle Nicholas, Charles, (12), Peterson (9) Address: _____ Phone #: _____	Host Name: _____ City/State/Zip: _____ E-Mail: _____
Group 7	Uncle Michael, Joshua (12) Address: _____ Phone #: _____	Host Name: _____ City/State/Zip: _____ E-Mail: _____
Group 8	Uncle Roland, Moses (12) Address: _____ Phone #: _____	Host Name: _____ City/State/Zip: _____ E-Mail: _____
Group 9	Uncle Simon, David (12) Address: _____ Phone #: _____	Host Name: _____ City/State/Zip: _____ E-Mail: _____
Group 10	Uncle Ian, Joseph (13) Address: _____ Phone #: _____	Host Name: _____ City/State/Zip: _____ E-Mail: _____

**\*Please Note:** These contact details are essential to enable us to keep a record of where our children are staying and allow us to contact the appropriate hosts if needed.

### **HOTEL/MOTEL ARRANGEMENTS**

When arranging the hotel accommodation, it is helpful if the rooms are pre-paid and reserved under the Joel Kibalama.

Team Leader: Joel Kibalama

Bus Driver: TBD

Truck Driver: Joe Barkman

Hotel Name: \_\_\_\_\_

Confirmation: \_\_\_\_\_

Phone# \_\_\_\_\_

Address: \_\_\_\_\_

**BUS/TRUCK PARKING** The Watoto team travels in a 45-foot bus along with a 28 foot box truck that requires adequate parking space. Please keep this in mind for parking arrangements at the church as well as at the hotel.

### **FREQUENTLY ASKED HOST HOME QUESTIONS:**

**Q. Does anyone on the team have food allergies?**

A. There are no known allergies on the team.

**Q. What do they like to eat?**

A. The team is grateful and will eat any type of meal provided. Please keep nutrition in mind when preparing meals. They generally love chicken, beans and rice, but also enjoy experiencing new foods and American cuisine. Fruit, such as bananas, oranges, and apples are great options as well.

**Q. Do they need to eat following the concert?**

A. Offering a light snack or meal is welcomed, as some team members may be hungry after the concert. Feel free to ask your group.

**Q. Do they have a cooler on the bus for the bagged lunch's host homes provide?**

A. They have a cooler that is used for drinks but not for their sack lunch.

**Q. What are appropriate sleeping arrangements?**

A. We ask that every adult has their own bed, but the children are able to share any bed larger than a twin sized bed. The use of blow up mattresses, pull out couches, and futons to help accommodate this are welcome. Also, they are not used to cold weather, so we ask that you kindly provide additional blankets if you are able to.

**Q. Are pets ok?**

A. Ugandans are not used to having pets in their home. Some children might be apprehensive to be around your furry friend. Please be sensitive to this cultural difference if you find that you are hosting a child who may be a little nervous around your pet.

**Q. What time should I drop my group off at the church the next morning?**

A. A common time is between 8:00am - 9:00am. Please be flexible as timing can vary depending on the team's schedule. The team leader will confirm a time when he calls the coordinator a week before the concert.

**Q. Do I need to entertain my group on Mondays (*applicable to Sunday night hosts only*)?**

A. Monday is the choir's day off and their day to rest. If you want to plan an outing or activity with your group, please check with the team leader or your groups' adult before making plans. They usually appreciate being able to sleep in and enjoy taking this day to relax.



## GUIDELINES FOR HOST HOMES

Dear Host, (Please photocopy & distribute to hosts)

Thank you so much for opening your home and hearts to Watoto. Your hospitality is greatly appreciated. The following guidelines will help you and the children have a wonderful time together. On behalf of Watoto thank you for hosting us. We look forward to meeting you!

**PERFORMANCE NIGHT** Your guests can be ready approximately 1 hour and 15 minutes after the concert is finished. This will give the team time to pack up their equipment and change out of their concert uniforms. It's important that the children get plenty of sleep. We know that you will want a chance to visit with them, but we ask that they get to bed at a reasonable hour. The team does not travel with any bedding, so we ask that you provide them with these essentials.

**FOLLOWING MORNING:** Please ensure that your guests are woken up in plenty of time to have breakfast and be back at the scheduled location at the arranged time the following day. Please check with the church or school coordinator regarding the scheduled location and arranged time.

**PERSONAL CARE:** The adult chaperone ("Auntie or Uncle") will be staying with the children and will care for their personal needs such as bathing, combing hair, etc. These guardians will also care for the discipline and correction of the children, should that be necessary.

**LAUNDRY:** It would be a blessing if you could provide laundry facilities for the team.

**GETTING TO KNOW YOU** In African Culture, children are taught to be very respectful of adults and therefore tend to be quiet until they get to know you. Please do not think the children are being unfriendly or ungrateful if they appear to be quiet or shy. As this is their first time leaving Uganda, everything is very new and different for them. Show them love and they will love you back!

**GIFTS:** We appreciate that you may bless the individuals staying in your home with a small gift. The Watoto Children's Choir adheres to Watoto's sponsorship policy; any physical or monetary gift given to choir members will be pooled and fairly distributed to the children.

**TV & MOVIES** The children in Watoto are not used to watching TV and videos except on rare occasions. What they do watch is generally of a Christian nature. We humbly ask that you limit TV viewing to no more than 1-hour and kindly use viewer discretion.

**TECHNOLOGY USE** Watoto adults and children are not permitted to use host home telephones, computers or Wi-Fi connection. We request that you not offer these services to them.

**ALCOHOL & SMOKING** Due to a difference in culture we would greatly appreciate it if you would refrain from drinking alcohol or smoking around the Watoto team while they are in your home.

**MONDAY/DAY OFF:** Monday is the choir's day off. We would appreciate it if you are hosting the children on a Monday you allow them to stay in your home for the day. They do not need to be entertained and would probably prefer a quiet, restful day. If alternate arrangements need to be made, please contact the team leader or concert coordinator.



## TECHNICAL RIDER

**STAGE** Due to the size of the team and the nature of the live concert, we ask that the stage be cleared of equipment, instruments, furniture, decorations, and any other movable items as much as possible. Watoto travels with a center screen, trussing, risers, instruments, and decorative backdrops that require the use of as much clear space available (up to 22 people on stage). Please use the photo attached for reference of the stage design.

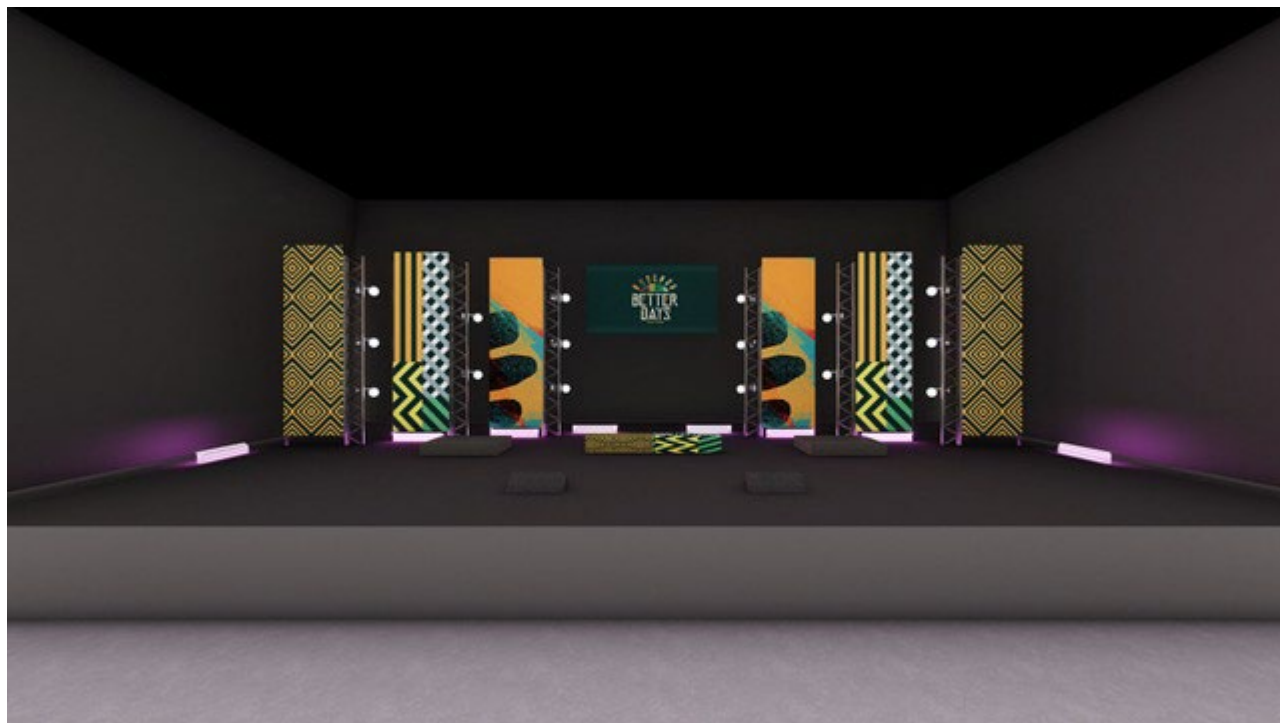
**SOUND & LIGHTING** The Watoto choir travels with an entire sound, video, and lighting system including mixer, monitors, IEM and wireless stage rack, drum set and front of house speakers. In larger venues, Watoto may request to feed through the house system. We may also request the use of in-house lighting.

**VIDEO** In some cases, the Watoto video screen will be used. The screen is a free-standing 10'W and 10'H, and front or rear projected, depending on the space. The choir may request the use of an in-house screen, LED wall, and or and projection if the Watoto system is not as conducive to the setting.

**POWER REQUIREMENTS** The entire AVL system runs comfortably on 6 separate 20 amp circuits, which is what we would prefer to ensure a successful experience. However, we have been able to run on as few as 4 circuits as long as there is no other equipment running on the same circuits.

**LOAD IN** The bus will arrive around 5 hours before the concert time to set up (with exception to Sunday morning concerts). We would love to have some help from any available volunteers with this process. It takes approximately 3-4 hours to set up and sound check. We request the presence of one technical personnel to help facilitate and coordinate set up.

**LOAD OUT** After the end of the performance, the team will change clothes, and immediately begin tearing down. Again, we kindly request the help of volunteers for this process. The load out takes approximately 1 hour.



*\*Please note that the stage design will be unique to the space provided. You may use this photo as a general guide.*