

# CHECKLIST FOR CONCERTS AT LICHTHAUS

hereby again all relevant information in a condensed version

## at the latest 8 weeks / 2 months before the concert

- Please fill in the Online Checklist with all relevant information.
- Send press kit to [presse@lichthaushalle.de](mailto:presse@lichthaushalle.de).

## details for the press kit

- up-to-date press photo (high quality, landscape format if possible)
- name of the photographer that took the press photo
- two texts (one short: 50 to 70 words | one long: 150 words) containing things like: name of the artist, where the band is based, style of music, important characteristics (e.g. history or certain musical elements)

## on the day of the concert

- You will find us here: Dreyhauptstr. 3, 06108 Halle (Saale)  
(Basic directions: Halle City Center > MDR > Hallmarkt > Dreyhauptstraße)  
It's possible to unload and store equipment at the LICHTHAUS. Parking (with ticket) is often possible close to the LICHTHAUS.

## normal concert procedure at LICHTHAUS

- 6.00 pm: Arrival of the artists at LICHTHAUS
- 6.30 pm: Set up & Soundcheck
- 8.00 pm: Doors open
- 8.30 pm: Start of the Show

## **gema-list**

- Along with the concert confirmation, you have received a GEMA-List with our header data. Please fill it in and bring it along on the night of the concert. Thank you.

## **photos**

- Most of our concerts will be photographed. We use the pictures on our homepage, social media channels and for other publicity uses. Our team of photographers are volunteers. If you wish to use the pictures for your own publicity, please contact the photographer directly on the night of the concert.

## **contact information**

You can contact us via mail (preferred):  
[jr@lichthaushalle.de](mailto:jr@lichthaushalle.de) (Jonny Renger, Concert Booking)

In case of emergency:  
**+49 173 8162312** (Phone Jonny Renger)  
or [svs@lichthaushalle.de](mailto:svs@lichthaushalle.de) (Sven Schneider, Cultural Management)

**we are looking forward to your concert.  
your LICHTHAUS concert team.**