



**THE CHURCH OF
THE HOLY TRINITY**
RITTENHOUSE SQUARE

Run of Show

Please outline the run of show for each day you request to rent the Church of the Holy Trinity, Rittenhouse Square. Carefully note the arrival and departure times of technicians, rentals volunteers/staff, and musicians/singers and rehearsal and concert start and end times, as this is the information which the contract will be drafted and HTRIT Events staff assigned to support your rental.

Group Name: Philly Concert Society

Concert/Event: Concert Extravaganza

Load in/out, set up/breakdown, rehearsal, and event dates and times:

- Tuesday, April 21, 2026, 1:30 pm-6:00 pm
- Friday, April 24, 2026, 4:00 pm-11:30 pm

Rental Admin Primary Contact Name: Sarah Brown

Phone: 111-222-3333

Email: sarah@concert.org

Rental Onsite Primary Contact Name: John Smith

Phone: 444-555-6666

Email: john@concert.org

Tuesday, April 21, 2026 (Setup and Rehearsal)

- 1:30 pm-6:00 pm: Setup
 - Sound Engineer and Risers arrive at 1:30 pm
 - Risers loaded (completed within 2 hours)
 - Sound Engineer and all A/V equipment will brought in by 3:00 pm
- 3:30 pm: Volunteers helping set up risers leave
- 6:00 pm: Technicians complete load in
- 6:00 pm: Artistic Director and musicians arrive
- 7:00-10:15 pm: Rehearsal in Sanctuary + Parish House used for set up space
- 10:15-11:00 pm: All participants leave church

Friday, April 24, 2026

Set Up, Rehearsal, Concert

- 4:00 pm: Sound Engineer arrives
- 4:30 pm: Lighting Technician arrives
- 5:30 pm: Front doors and breezeway open for musicians to enter
- 6:00 pm: Sound Engineer and Lighting technician complete load in
- 6:00-7:30 pm Rehearsal
- 8:00-9:30 pm Concert
- 9:30-10:30 pm: All attendees, musicians, and participants leave church
- 10:30 pm-11:30 pm: Technicians conduct breakdown/load out