

Concert Planner Checklist

By Jake R Brady

- Concert Planning
 - Make sure the location for the concert is reserved well in advance.
 - Ensure the venue will be available for final rehearsals.
 - See how many helpers you will need for the concert.
 - Contact the helpers early to give them time to adjust their schedules to accommodate your needs.
 - Plan what equipment is needed for the concert.
 - Make sure to make arrangements for these items early.
 - Write down seating plans for the group and give copies of these plans to the set-up crew.
 - Write out announcer notes for the concert.
 - Create a pleasant written concert program for the audience.
 - Have tickets printed if they are to be used.
 - Send complimentary tickets to people who have helped in some way and key supporters.
 - Plan the publicity.
 - Check wearing apparel, be sure that all singers have the correct accessories.
 - Double-check one week before the concert that all items on your checklist is complete so no unexpected surprises interfere with your performance.
- Concert Program
 - Include the composer / arranger of each piece of music.
 - Include the names and instrument of any featured soloist.
 - Include a full list of performers names.
 - Acknowledge all of the extra personnel that helped with the concert.
 - Get the program to the printer by the deadline date.