

Concert Planning 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.