Concert Planning Checklist

Created: 12/25/2011

# Tasks:

☐ **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.**