

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.