

# 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.