

CONCERT PLANNING CHECKLIST

MUSIC

- Our own?
- Hire from library?
- When/where to hand it in?

DATE

TIME

VENUE

- Book for concert, Thurs rehearsal and pre-concert rehearsal

Questions to ask:

- Preferred start time? Eg 7pm ?
- Suitable instrument? or bring our own?
- Chosen charity?
- Ticketed or donations?
- Toilets?
- Chairs for choir?
- Refreshments?

Venue to provide people to:

- Welcome and give out programmes
- Introduce before and thank afterwards
- Collect donations

ACCOMPANIST

SOLOISTS

PROGRAMME

- Compiling
- Printing

DRESS CODE

GIFTS FOR MD/SOLOISTS/ACCOMPANIST

- Someone to buy
- Someone to present

PUBLICITY/POSTERS/LOCAL PRESS

WRITE-UP AND PHOTO FOR LOCAL PRESS