

## **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**