

Concert Checklist

Make lists of kids' names, festival participants, pieces, composers

Double-check thank you's at the end of the concert- PTA, theater crew, ushers, guest musicians

Do kids have to watch the concert when not on stage? Can kids leave early?

Use the recorded announcement about phones, etc

Will there be colored lighting on stage?

Will there be a video of the concert?

Get the music stands cleaned

Will there be still photos of the concert and/or dress rehearsal?

Make sure flowers get ordered, check the lists of seniors, 4-year seniors, AMIS participants, etc.

Write an email advertisement to parents and faculty

Put the concert info in the morning announcements, put a 'congratulations' message in the announcements afterward

Double check concert clothes- ties and sashes, extra dark socks

How do ties and sashes get returned after the concert?

Put up posters around school (with the year on it)

Is the program paper/digital/paper only for musicians?

Will there be refreshments in the lobby?

What are the dinner options, and how much does it cost?

Who are the ushers?

Who are the backstage traffic directors?

What is the after-school supervision for middle schoolers?

Will titles of pieces and composers be projected onto a screen during the concert?

Will admin. say a few words during the concert?

What is the schedule for rehearsals in theater?

Choir risers/seating arrangements

Will the pieces be introduced by students or teachers?