Check list - “Performance”

1. **Identification of an occasion for the concert:**

* identifying reason for organising a concert

1. **General organisation:**

* organising equipment (music stands, chairs, projector, screen, etc.)
* lighting
* getting the necessary music instruments
* piano, harpsichord tuning
* counting credits for student performers
* holding studio and stage rehearsal
* dress code
* checking video and sound recording facilities of the main rehearsal and concert

1. **Concert scheduling (Konzertterminabsprachen)**

* with school administration,
* (if required) with sound and light technician
* venue (e.g. church etc.)
* possibly with surrounding schools
* if necessary and where applicable, inform external lessee of the school venue of the dates on which you will use the venue for rehearsals and the concert;
* with potential cooperation partners.

**Also:**

* establishing the date of the concert
* determining the concert location
* coordinate with the school directorate as well as with all partners involved in the realisation of the concert. Arrange and secure contracts with the staff of the cultural institution (lighting, sound equipment, recording etc.). Providing the performers’ background.

1. **Programme selection (Stücke- bzw. Programmauswahl)**

* obtaining music (order notes from publisher or specialised shops; if necessary, arrange or simplify notes, copy rehearsal notes and hand out to students)
* selecting compositions of the concert programme
* selecting performers
* targeting audience
* getting music sheets, dealing with copyrights
* preparation of the programme: compilation of the concert programme, preparation and distribution of music sheets – songbook, accompaniments to songs, suggestions for the choreographic process.
* preparation of the concrete programme items (in groups, with individuals, all together). Planning and conducting rehearsals. Organising and conducting final rehearsal at the designated concert hall.

1. **Participants (Teilnehmer)**

* recruiting new students (e.g. via calls for concert participation on notice boards and direct approach etc.)
* create a list of choir members to check regular attendance. Pay particular attention to those who would like to have the hours counted towards a course, get special marks etc.
* compile a mailing list of the choir members to keep them in the loop (e.g. about important dates, appointments etc.),
* (if necessary) hire guest musicians

1. **Rehearsal schedule (Probenplan):**

* start scheduling early in the planning process (including all extra rehearsals on weekends, rehearsal trips, main and final rehearsals etc.)
* rehearsals on weekends in the winter: check for extra radiators in the rehearsal room
* announcement on the information board (also in staff room to inform other colleagues of absent students)
* (if required) early arrangement of a band:
  + 1. speak to students and teachers,
    2. prepare lead sheets for the band in accordance with e.g. the choir arrangement,
    3. additional rehearsing with the band.
* release of information about the concert - preparation, printing and distribution of posters, preparation and publication of reports about the concert in the media. Preparation and printing of the programmes (information leaflets) for the concert.

1. **Marketing & advertisement (Werbung):**

* pass data to the poster designer,
* pass on the finished poster design to the printing house;
* ask possible sponsors for their support (e.g. banks),
* inform students, teachers, parents etc. about concert via mailing list
* approximately 14 days before the concert, provide newspapers with information (local press, other local media and relevant publishing organisations),
* decide who distributes posters and leaflets, and where
* advertising on the school homepage and social media (e.g. Facebook);
* write programme (texts wit translations, list of participants, thank you notes etc.), print and fold the programme;
* marketing, advertising activity (print, digital)
* dissemination

1. **Presentation (Präsentation):**

* write moderation and rehearse with presenters,
* if necessary, draft a choreography etc.

1. **Concert (Konkrete Konzertdurchführung):**

* organise helpers to transport the rostrum and assemble the stage
  + arrange seating (e.g. with the help of a school class and the janitor)
  + (if necessary) organise music desks and appropriate lighting,
  + (if necessary) discuss arrangement of the stage, the rostrum, the sound system, and the lighting with technicians,
  + draft schedule of the concert and distribute it to the participants,
  + organise
    1. who takes pictures (final rehearsal and concert),
    2. who buys flowers, gifts certificates etc.
    3. and who collects donations at the end of the concert.
  + make restaurant reservation (after the concert),
  + arrange catering with parent representatives
  + after the concert:
    1. pass on the donations, for example, to the “friends of the school music department”;
    2. after the concert: send a picture and text to the local press,
    3. compile a report and pictures of the concert for the annual school report and send them to the editors.

1. **Evaluation**
2. **Concert evaluation made by teachers and students**