

CHECKLIST

School concerts

1. Identification of the reasons for the Concert

- identifying the reason for organizing a concert

2. General Organization

- organizing requisitions (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

3. Date arrangement

- with the school administration,
- (if required) sound and light technician
- venue (e.g. church etc.)
- possibly with surrounding schools
- if necessary, inform external tenant of the school venue on what day will you use the venue to rehearse for the concert ;
- with possible cooperation partners.

4. Programme selection

- to get the pieces of music (order for publishing houses, if necessary arrange or simplify the pieces of music, copy the rehearsal exemplars and give the to the students)
- selecting compositions of the concert program
- selecting performers
- targeting audience
- getting sheet music material, dealing with copyrights
- preparation of the programme: compilation of the concert programme, preparation and distribution of sheet music - songbook, accompaniments to songs, suggestions for the choreographic process.
- preparation of the concrete programme items (in groups, with individuals, all together). Plan and realization of rehearsals. Organization and realization of the final rehearsal at the given concert hall.

5. Participants

- recruiting new students (e.g. to put up a notice about the concert etc.)
- create a list of choir members to check the regular attendance,, centre one's attention on students, who get special marks etc.
- draw up a mailing list of the choir members, to keep them in the loop (e.g. appointments etc.),
- (if necessary) engage other musicians

6. Rehearsal schedule

- punctual drawing up (with all extra rehearsals at the weekend, leisure time, final rehearsal etc.)
- in the winter: you need extra radiators in the practice room or rehearsal
- announcement at the information board (also in the staffroom to inform the other colleagues)
- (if required) punctual compilation of a band:
 - to speak to students and teachers,
 - to make the leadsheets for the band in accordance with e.g. the choir arrangement,
 - additional rehearsing with the band.
- Release of information about the concert - the preparation, printing and distribution of posters, preparation and publication of reports about the concert in public press. Preparation and printing of the programmes (information leaflets) for the concert.

7. Marketing & Advertisement

- pass data to the poster designer,
- pass on the finished poster design to the printing house;
- ask possible sponsors for their support (e.g. bank),
- with the help of the mailing list inform students, teachers, parents etc.
- about 14 days before the concert inform the newspapers (local press, further local help with publications),
- organize, who has to hang up posters and to distribute leaflets,
- to pitch advertising at the school homepage and social media (e.g. Facebook);
- write the programme (translate the sentences/word/texts, list the participants, note of thanks etc.), print and fold the programme;
- marketing, advertising activity (printed, electronic)
- dissemination

8. Presentation

- write the moderation and rehearse it with the presenters,
- if necessary draft a choreography etc.

9. Presentation

- organize helpers to transport the rostrum and to do the assembling of the stage
- get the seatings (e.g. with the help of a class and the caretaker)
- (if necessary) organize music desks and appropriate lighting,
- (if necessary) discuss order of the stage, the rostrum, the sound system, and the lighting with technicians,
- draft the schedule for the concert and distribute it to the participants,
- organize,
 - who takes pictures (final rehearsal and concert),
 - who buys flowers, gifts, coupons etc.
 - and who receives the donations at the end of the concert.
- reserve a restaurant (after the concert),
- organize the catering (e.g. parents)

10. After the concert

- pass on the donations to the e.g. "circle of friends" of the school subject Music;
- send a picture and a text to the local press,
- regarding the annual report: compile the text and the pictures of the concert and send them to editorial department.