

Concert Reminders or Thoughts

Students/Grades

- Do students know about their requirements?
- Do the students know how this affects their grade and have you covered make-up work as needed?
- Do they understand what they are supposed to wear and not wear?

Programs

- Have you typed/printed a program?
- Have you proofed the program? Are all of the students names spelled correctly? (They really get bent out of shape about this.)
- Be sure to include the county disclaimer regarding sacred text in the program.
"The music selected for this and all concerts was chosen for its' educational and aesthetic value and not to promote any particular religion or belief."
- Have you thought about the order? Is there a flow to concert?
- Do you have people to thank in the program?
- Can you include future performances for you and the entire fine arts program?
- Can you include students that have received honors throughout the year?
- Do you have advertisers that you can include in the program? (A great way to increase revenue. 100% profit)

Logistics

- Do you know where all of the students will sit? Have you reserved those spots?
- Are the students clear about how you want them to get on and off the stage?
- Are the clear about how you want them to stand and act on-stage?
- If students are in multiple groups, do they know what to do?
- Do you have enough signs so that people know where to go?
- Have you advertised? Signs around school, website, newspaper, school marquees, etc.
- Have you reserved the space?
- Have you filled out all of the appropriate forms for the school?
- Are you having a reception afterwards? If so, is that covered?

Dress Rehearsal

- Do you have an efficient schedule for the kids?
- Do you have a plan to make the best use of their time?
- Have you thought about the accompanist's time commitment? Do not abuse their time.

Accompanist Issues

- Did you get the music to them in a timely manner? (Most say around two weeks.)
- Are your conducting gestures clear for the accompanists?
- Do the kids understand how to handle the time when you need to work with the accompanist?
- Is the accompanist collaborating with you, following you, or none of the above? Work towards collaboration with him/her.

Parent/Audience Issues

- Does the audience understand concert etiquette? Consider putting a list of rules in the program including cell phone use.
- Do they know where to sit?
- Do you have parental help with programs?
- Do you have help to guard the doors and for entrances?
- Do parents understand the grading and importance of the attendance at rehearsals and concerts?

I hope this spurs some thought for you before your event. If you have other ideas, do not hesitate to send them to us all. As we all know the details matter. If everyone knows what they are to do, then they can focus more on the singing and a better performance and it is less for you to stress over. Do not hesitate to get parents involved for they are our lifesavers so many times.