

# CHOIR CONCERT PLANNING CHECKLIST



## 8-12 WEEKS BEFORE THE CONCERT

- ☐ Choose a concert theme or title
- ☐ Select repertoire for all choirs or ensembles
- ☐ Book venue and confirm rehearsal space
- ☐ Create a concert calendar with key dates (rehearsals, tech, dress, concert)
- ☐ Assign accompanist or other collaborators (e.g., instrumentalists)
- ☐ Draft concert script or emcee notes
- ☐ Plan staging/choreography if needed
- ☐ Begin teaching and rehearsing concert repertoire



## 6-8 WEEKS BEFORE

- ☐ Design and print posters/flyers
- ☐ Send home concert info to families
- ☐ Create or update seating charts and riser plans
- ☐ Begin memorization of repertoire
- ☐ Create tech and lighting plan if applicable
- ☐ Start program design (bios, credits, song order)



## 4 WEEKS BEFORE

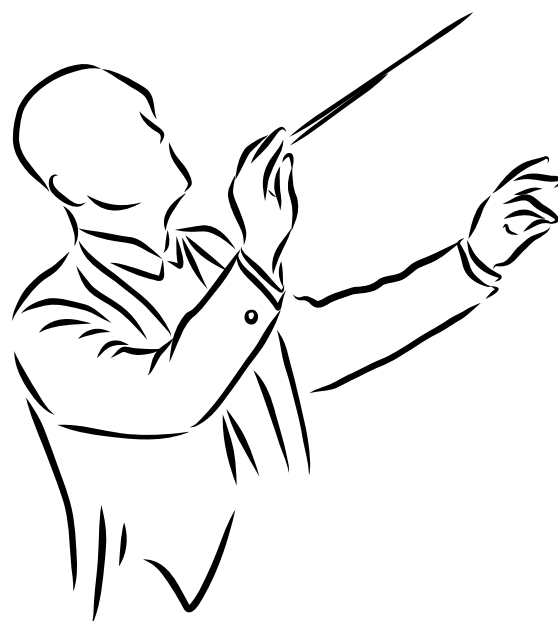
- ☐ Finalize and print programs
- ☐ Rehearse concert repertoire in concert order
- ☐ Confirm volunteers (ushers, ticket takers, stage crew)
- ☐ Order or prep any costumes, props, or special equipment
- ☐ Send reminders to families and staff

## 1-2 WEEKS BEFORE

- ☐ Run through full program with transitions
- ☐ Hold a dress rehearsal with all logistics in place
- ☐ Send final reminders (time, location, dress code)
- ☐ Set up ticketing (if needed)
- ☐ Double-check all tech needs

## CONCERT DAY

- ☐ Arrive early to set up risers, chairs, mics
- ☐ Warm-up students
- ☐ Distribute programs
- ☐ Check tech one final time
- ☐ Enjoy the performance!
- ☐ Thank collaborators, volunteers, and students





## 👏👏 POST-CONCERT

- ☐ Tear down/clean up
- ☐ Send thank-you messages to volunteers and staff
- ☐ Debrief with students and collect feedback
- ☐ Reflect on what went well and what to change next time
- ☐ Archive programs, recordings, and photos for future reference



## REFLECTION NOTES

**Use this space to jot down ideas for next time, memorable moments from the concert, or anything you want to remember:**

[illegible]