CHOIR CONCERT
PLANNINGCHECKLIST

📅 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
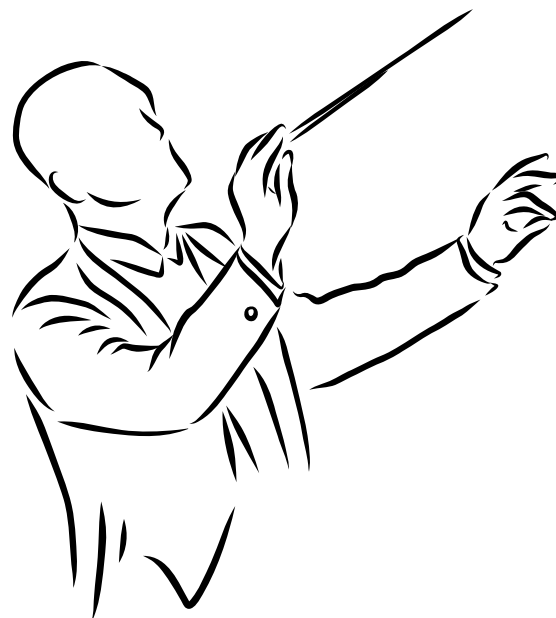
🙌 POST-CONCERT

☐ 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:

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