CONCERT CHECKLIST

|all items should be completed **two weeks** *prior to any Rochester-area performance|*

President/VP:

_____ Confirm stagehands (music office)
_____ Confirm videographer(s) (music office)
_____ Confirm videographers' attendance at dress rehearsal & concert
_____ Confirm piano tuning (music office)
_____ Confirm risers from facilities (music office)
_____ Confirm date(s)/time(s) of dress rehearsal(s) (music office)
_____ Confirm that programs have been printed (music office)
_____ Confirm ushers (music office)
_____ Confirm that ushers will pick up printed programs and bring to concert
_____ Confirm lighting, mics, stage setup (CLC)
_____ Confirm sound recording (CLC)
_____ Arrange for someone to introduce concert/pray

Publicity Chair:

_____ Design poster or arrange to have poster designed
_____ Send poster to DocP for approval
_____ Send PDF version of approved poster to music office
_____ Confirm that posters have been printed (music office)
_____ Send PPTX version of approved poster to music office
_____ Confirm that digital poster has been distributed to admins campuswide (music office)
_____ Send JPG version of approved poster to entire ensemble via Moodle
_____ Create Facebook event using JPG version of approved poster
_____ Post event and JPG on all Chorale social media
_____ Share Facebook event with music office
_____ Send JPG version of approved poster to humanresources@roberts.edu for posting in *Bulletin*
_____ Write press release or arrange to have press release written
_____ Send press release to DocP for approval
_____ Send approved press release to *Beacon*
_____ Submit event to www.classical915.org/community-calendar
_____ Send approved press release to mseghatoleslami@wxxi.org

Social Director:

_____ Pick up printed posters from music office
_____ Distribute printed posters in class
_____ Post posters on campus or arrange to have posted on campus
_____ Post remaining posters in community or arrange to have posted in community