Concert Planning and Checklist

_____

Concert

Composition	Key	Length @	Total	Comments

Concert Hall	Reserved Rehearsal Dates _____ _____ _____ Concert Day Times _____ - _____	PA System Operator _____ Specific Needs _____	*Lighting* Overhead _____ Footlights _____ House Lights _____ Floodlights _____ Other _____

NARRATOR/ M.C.	*OFFERING*
_____	Person to call _____ Ushers _____ Project _____

Printed Programs	Copy to press _____ Number Needed _____ Ushers at the door _____