

# Concert Checklist

- Risers and podium (for teacher) set up
- Sound set up and tested (including microphones and back-up sound)
- Decorations set up
- Signs set up (directing parents to the stage and labeling where classes sit if students are sitting in audience)
- All props organized and in correct location (including costumes for soloists or special roles)
- Programs on table at entrance
- Soloists/special roles all present
- Adult volunteers present (i.e. sound person, classroom teachers, etc.)
- Classroom teacher instructions printed and placed in a location that they will find them
- For myself: stand at podium and run through first part of each song in program. Also, mentally review any entrances or exits of soloists/special roles in between or during songs.



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