

CONCERT CO-ORDINATOR CHECK LIST

Pre-Concert:

- Let Booking Agent know about number of audience seats/rows that might need to be removed for piano positioning and or musicians
- PIANO POSITION MUST BE CONFIRMED PRIOR TO TICKETS GOING ON SALE
- Check with Colin re choir rises to be set up if required and advise number of choir seats needed
- Check with Grant re availability for lighting
- Organise and allocate male and female space in dressing room.
- Check with June re requirements for uniform or costumes
- Remind choir not to park in CCTC carpark

Program Details

- The names of the choir members that are in the show.
- The names of the Next Generation kids that are in the show as well as the full name of the song/s they are performing (check with Chloe or Esther).
- Confirm the current "show order"
- Names of the solo singers and all the names of the singers in the groups plus song titles.

Performance Day:

- Notify Kim of any absentees so seating can be adjusted
- Check together with June to ensure correct concert attire is being worn
- Get everyone on stage for pre-concert warm up
- Rehearse stage entrance and exit
- If children are involved co-ordinate with the 'wranglers'
- Check with Front of House when house is 'live'
- Advise choir and performers of 15 minute call
- Advise choir and performers of 5 minute call and marshal into position ready for stage entrance
- Ensure choir is aware there is to be no shuffling of music while seated on stage during solo performances and NO APPLAUSE until acknowledgements at the end of the show
- Make sure everyone is QUIET backstage during solo performances.
- Co-ordinator to extend thanks to the Conductor at the show's end.
- Hold choir backstage at the end of a performance for 10 minutes to allow patrons to exit the theatre and foyer.