

YOUR ULTIMATE FINAL WEEK CHOIR CONCERT CHECKLIST

This checklist is aligned with [17 \(Last Minute\) Things to Avoid – to Ensure a Smooth Concert!](#)

In order to be understand the best practices, it is also suggest to read

[11 Tips To Eliminating Rude Audience Behavior!](#)

	Check when done
1. I have checked my student's concert attire prior to the day of the concert. (either photos submitted or at real dress rehearsal)	
2. We have choreographed and practiced precisely how students walk onto the risers and/or enter the concert venue.	
3. We have choreographed and practiced precisely how students walk off of the risers when they have completed their set.	
4. I have prepared signs that explain proper audience etiquette.	
5. I have included audience behavior expectations in the concert program. (either written into the program or included as an insert)	
6. I have trained my choir how to bow and/or acknowledge the audience after each number in a consistent and appropriate manner.	
7. I have explained and practiced the way in which our guest instrumentalists, accompanists, and soloists are acknowledged after each song, both by myself and by the performing ensemble.	
8. We have practiced any setup or breakdown that must occur in between songs (instruments brought on/off stage, singing alignment changes, etc)	
9. I have practiced the way in which the starting pitch is given for each piece as well as the necessary transitions between each song. (This requires practicing the opening of one piece after another where students are focused on quickly responding to the first pitch with no wasted time along with a crisp conducting entrance gesture)	

Check when done

10. We have discussed and rehearsed precisely what the singers must do (and not do) in between songs while standing on the risers.	
11. We have practiced precisely how and when each soloist walks up to the microphone and how and when they return back to rejoin the choir. We have also practiced the balance between the soloist and ensemble.	
12. We have prepared and practiced all lighting cues. We have created a program with cues written out for the techies to follow.	
13. We have written and practiced a succinct opening speech that politely explains proper etiquette and expectations for the audience. This speech has been practiced with the microphone.	
14. I have written and practiced a succinct speech that recognizes all students accomplishments. This speech has been practiced with the microphone.	
15. I have written and practiced a succinct "Thank You" speech that ensures I haven't left out any important stakeholders. This speech has been practiced with the microphone.	
16. I have checked the batteries in the microphone and ensured the microphone is working properly prior to the arrival of the audience.	
17. I have envisioned the concert from start to finish through the lens of an audience member in terms of pacing, everything they will observe, and everything they will hear.	