

The background of the slide is a light gray color with a pattern of white musical notes and stems scattered across it. In the center, there is a large, light gray rounded rectangle with a thin blue border. Inside this rectangle, the title "Planning a Concert" is written in a large, bold, black sans-serif font.

Planning a Concert

Wednesday Webinar - September 21st, 2022
Stacy Werner and Denise Gagne

Guiding Questions...

- What can I do? (My own musical strengths and abilities)
- What are the community expectations? (show student musical abilities, celebrate students, etc.)
- What is the goal of the concert or program?
- Theme or season?
- What is the venue available?

Guiding Questions...

- What will the students know/skills by the time of the concert?
- Do you have a budget?
- Who is participating? (whole school, some grade levels)

*Adapt your concerts as needed. (add songs, change script). You have permissions from Musicplay and JJ&Me to make changes as needed.

Venue:

- Concert in school or another location.
- Fire code numbers – how many people can be in the venue?
- Chairs – rent or borrow more if needed.
- Stage or do you need to rent one? Risers?
- Measure stage – know how much space you have for rehearsal time. (Mark out stage in classroom)

Equipment:

- **Stage and Risers**
- **Sound System** – does your school or venue have a quality system available to use. (Stacy's rental – 2 stand up microphones, 6 choir microphones, sound board, 2 speakers, 2 monitors, different equipment is needed if instruments are used.)
- **Lights** – Do you need a lighting system or rental? (Stacy's Rental – lighting board, 4 sets of 4 lights and stands.)
- **Backdrop** – Digital or have parents/teachers/students assist in making something to display.

Communication and Scheduling:

Admin Expectations – early in the fall, discuss how the holiday concert will be handled. Administration should make it clear to staff that this is a school event - not the music teachers big show. All staff should be expected to help with planning, and all should be expected to attend.

Scheduling – know your school culture on how to communicate dates to everyone involved as soon as possible. (all school staff, teachers, parents, community groups, etc.). Do you use a school shared calendar, emails, etc.

Concert Week Schedule – Discuss with your admin team what concert week will look like. As the music teacher, you should be provided with some relief time during concert week. Make a schedule for the week or days before the concert to include all rehearsals and changes to your regular teaching schedule. Get approval for this schedule from your admin team, then send out to teachers as soon as possible. Send again to teachers 1 week and then the day before concert week starts. Post a copy of the schedule in the staff room, work rooms, and photocopy rooms. (See sample concert week schedule)

Backwards Planning:

Set dates for when you need to have things accomplished. Write these dates in your calendar.

If we're stressed this won't be a positive experience for our students!

***See editable planning guide to assist with backwards planning.**

Concert Planning Guide:

Before Concert:

Task:	Who:	When to be completed:
Concert Expectation Meeting		
Book Concert Dates		
Book Venue		
Select Music		
Order Music		
Communicate Concert Dates		
Stage Rental		
Chair Rental		
Sound Equipment Rental		
Costume Planning		
Prop Planning		
Backdrop Planning		
Measure Stage		
Check Fire Code		
Venue Set-up Email		
Communicate Gym Closures		
Book Accompanist		
Instruments Needed		

Concert Planning Guide:

During Concert Preparation:

Task:	Who:	When to be completed:
Prepare Choreography		
Film Practice Videos		
Auditions		
Script Re-writes		
Costume Preparations		
Prop Organization		
Ticket Communication		
Concert Week Schedule		
Costume Communication		
Assign Parts		
Print Scripts		
Tape Stage/Assign Blocking		
Assign Props		
Microphone Practice		
Transitions		
Prepare Paper Program		

Concert Planning Guide:

Before Concert Week:

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Concert Planning Guide:

During/After Concert:

Task:	Who:	When to be completed:
Sound		
Lights		
Runners		
Props		
Transitions		
Supervision		
Video		
Ticket Takers/Reservations		
Programs (Hand-out)		
Clean-Up		
Post Online		

Emergency Supplies:

Gather the following items backstage:

- Paper towels (vomit, leaky bladders)
- Big garbage can, big garbage bags
- Lysol wipes, rubber gloves
- Broom and dustpan
- Kleenex

Discuss "What If?" Scenarios:

Both you and the classroom teacher should go through the following with students:

- "What if - you have to puke?" (Get to the garbage can at the side of the stage if you can!)
- "What if - you have to go the bathroom?" (Use bathroom before show. Don't drink soda or pop!)
- "What if - you feel woozy?" (If you feel woozy when on stage, just sit down and put your head between your knees.) At least they won't fall off the top riser!

Concert Etiquette Rap

By Denise Gagne and Denese Odgaard

Welcome to our concert - we're really glad you came.
We will listen carefully - we hope you do the same.
Some of us are really small - our voices aren't too strong.
If you're really quiet - you'll still hear - you won't go wrong.

We have a few suggestions to make this fun for all.
Please turn your CELL phones off so they don't ring inside the hall.
If you really have to go, please leave when there's applause.
You may enter once again - when there is a pause.

If your baby's crying and it's really, really loud,
Please take them out until they're calm - this time it is allowed.
Save the hoots and hollers for when you're at the game.
When you're at a concert, it isn't quite the same.

Paparazzi parents scare the class that is performing
Please stay in your seats 'cause all those cameras are alarming!
We hope that you will stay and watch until the very end.
We really will appreciate this - our thanks to you we'll send!