



# Music Ed Mentor Podcast

## *Performance Logistics: The Ultimate Checklist*

### **Step 1: Select Your Repertoire and/or Theme**

- Not too hard, not too easy
- High quality for teaching curriculum
- Opener (fun and easy)
- Major work (high quality, technically demanding)
- Quiet piece (contrast in style, volume, etc.)
- Feature or pop tune (something the kids love)
- Closer (keep them humming or thinking)
- Coordinate rehearsals with curriculum plan

### **Step 2: Set Up for Success**

- Schedule the venue for rehearsal and performance dates
- Begin the Performance Promotion Calendar (See Bruce Rockwell's Calendar)
- Inform all other teachers, admin, personnel...
- Diagram the flow of the concert: who does what, who goes where
- Give duties to students
- Create the agenda:
  - Call time
  - Start time(s)
  - End time
- Post-concert duties
- Set up recording devices to capture the performance for assessment
- Make sure seating is set up (if necessary)
- Set up projection screen and projector (if necessary)
- Ensure all necessities for performance are in place:
  - Risers
  - Chairs
  - Stands
  - Microphones
  - Speakers
  - Props
  - Podium
  - Lighting

### Step 3: During the Performance

- Make sure there is no dead air:
  - Design speaking or performing elements for transition times
  - Assign these transition duties to students or guests
- Audience Awareness:
  - Projection on the wall with links and info
  - Hand out programs
  - Collect donations
  - Ushers to ensure optimal seating
  - Overall ambiance
  - Accessible seating for those with disabilities
  - Soft music playing (optional)
- Write program notes:
  - Make every piece important to your audience
  - Don't just focus on the history of the piece
  - Tap into the emotions.
    - Should they laugh, cry, think?
- Stay happy, confident, positive, and open
- Print programs:
  - All student's names
  - Text translations (if applicable)
  - Website links
  - Thank you's
- Rehearse all movement and transitions:
  - Make sure the flow is intentional (ask yourself why)
- Have fun!

### Step 4: Closing Out the Performance

- Thank everyone for coming
- Regroup with your ensemble(s):
  - Tell them they were incredible and awesome
  - Dismiss them to their families
- Stay visible, shake hands, kiss babies:
  - Accept compliments
  - Answer critique with positivity
- Clean up and put away anything that doesn't belong in the venue
- Thank your administrators and any other dignitaries in the audience
- Celebrate!

### Step 5: The Day After

- Write thank you notes
- Watch the recording
- Self Assessment:
  - What went well?
  - What can be improved?
- Student Assessments:
  - What went well?
  - What can be improved?
- Plan how you will implement what you learned for the next performance
- Finish clean-up (if applicable)
- Forward any written compliments to your administration
- Celebrate!