|  |  |
| --- | --- |
| ***SOP#*** | **SOP#** |
| ***Functional Area:*** | Production Committee |
| ***Component:*** | Concert Preparations |
| ***Additional Areas of Involvement:*** | * Bullet list each impacted area
 | ***Revision Date:*** | 11/2019 |

# Purpose

Production Guidelines for Concert Preparations

# Scope

Winter and Spring Semester Concerts

# Prerequisites

# Responsibilities

Production Committee Chair

Artistic Director

PR Committee Chair

Treasurer

# References

# Definitions

# Procedure

1. Confirm with venues
	1. Confirm concert times prior to start of semester
	2. Confirm arrival times and setup for venues
	3. Confirm payment arrangements for venues (if applicable)
	4. Confirm facility rules
	5. Secure parking arrangement if needed
2. Venue Setup
	1. Determine venue setup needs for each venue
		1. Risers
		2. Sound system
		3. Keyboard
		4. Music stands
		5. Other
	2. Arrange arrival time for setup of concert
		1. Confirm with venue
		2. Arrange help with setup
		3. Confirm Parking information for deliveries
	3. Arrange pickup and delivery of setup items
	4. Arrange for striking items and transportation to next venue or storage
3. Concert Props
	1. Determine prop needs for concert
	2. Procure items
	3. Teach members how to use props
	4. Transport to venues/rehearsal
	5. Distribute
4. Concert Dress
	1. Determine dress/costumes for concert
	2. Procure items needed
	3. Inform members what they need to provide
	4. Distribute items to chorus members.
	5. Collect chorus items after concerts completed
	6. Clean and store chorus items
5. Reception
	1. Determine if reception to be held at venue
	2. Determine if venue is providing reception
	3. Set reception items
		1. Food
		2. Drink
		3. Paper supplies
		4. Silverware
		5. Decorations
	4. Arrange for items to be procured
		1. Donations
		2. Purchases
	5. Arrange delivery of items
	6. Arrange for setup of reception
	7. Arrange for cleanup of reception
6. Concert Support Volunteers
	1. Determine people needed for each venue
		1. Ushers
		2. Program Distribution
		3. Tickets (only for ticketed events)
		4. Promotions table
		5. Sales items/raffles
		6. Collections/Donations
		7. Stage Support (sound, lighting, etc.)
		8. Reception
	2. Determine items needed
		1. Donation Receptacles
		2. Recycling bins
		3. Programs
		4. Promotional Materials (coordinate with PR)
	3. Solicit Volunteers
		1. Chorus Member spouses
		2. Fifth Section Members
		3. Inactive Members
		4. Former Members
	4. Communicate roles/arrival to Volunteers
	5. Donations/collections
		1. Determine placement
		2. Determine Timing
		3. Instructions to audience
		4. Rough count of collections
		5. Transfer to Treasurer for deposit.
7. Concert Day Timeline
	1. Arrival for setup – usually before chorus call time
	2. Setup stage/sound/light etc.
	3. Chorus Call time – usually 1:30 prior to concert
	4. Arrival of front of house volunteers – usually 1:00 prior to concert
	5. Set up front of house displays, stations
	6. Open doors to public 30-45 minutes prior to concert
	7. Warn members of curtain time approaching at 15 and 5 minutes prior to concert
	8. Concert Introduction at Concert time
	9. Concert
	10. Collection/donations
	11. Reception if applicable
	12. Collections to Treasurer
	13. Strike Set/stations/pack