

## WCOS - Concert Manager - Jan 2019

### 1] Organisation of Chorus and Orchestra on Concert Day

- Chorus:
- Seating Plan
  - Processing on/off Staging
  - Pre- concert warm up [with Sen. Organ Scholar/ Accompanist]

- Orchestra - Meets and greets
- Seating
  - Access to Green Room [Vicars Hall] – Hot water Urn/cups
  - Keys for Green Room [Virgers]
  - Lighting/stands required
  - Comp tickets and hospitality
  - Conductors stand

### 2] Concert Planning Meeting

- Provides details of Orchestra/choir numbers
- Concert duration – interval/refreshments needed?
- Rehearsal timing
- Green room[s] needed
- Use of Organ/Piano
- Lighting
- Removal of audience rows

### 3] Music Planning - member of music planning group

### 4] Orchestra

- Gets quotes/books orchestras in conjunction with Conductor
- Agrees no. players and instrumentation needed “ ”
- Arranges provision of orch. Parts as necessary
- Advises orch. on “dress” requirements

### 5] Banner - Arranges printing and erection for each concert on road bridge

### 6] Reviewer - Arranges revues/reviewer for concerts

### 7] Refreshments – Book for Orch. and Soloists and Wine etc. for audience

