

The Sharon Bands

Tasks Required To Produce a Concert

- Secure the Middle School for performance and rehearsal (Thursday before) through June B.
- Work with Glenn and Nancy on program/flyer design.
- Make sure that the sound booth is covered by Sharon School personnel. (June B.)
- Have Tom Lucci secure recording person for CD's.
- Ask for volunteers to set up, clean up, bring baked goods, water, coffee, and paper goods.
- Secure someone's family members to collect tickets and sell tickets at the door.
- Get the order of the program from Steve Bell.
- Have Glenn send you a pdf of the program cover.
- Have Jim Hines send you an electronic version of the members performing.
- Create the program using template from past concerts. (See former producer)
- Send final copy of program to Ron and Jon for printing.
- You will need time to fold the programs.
- Sell tickets at rehearsals or encourage paypal purchases.
- Keep record of sales.
- Give all checks and cash to Tom Lucci for deposit.