

# Sharon Bands Concert Production

- ❑ Secure the Middle School for performance and dress rehearsal (Thursday before) through June B or George M
- ❑ Work with Glenn on program/flyer design
- ❑ Sell tickets at rehearsals and/or encourage paypal purchases
- ❑ Make sure that the sound booth is covered by Sharon School personnel. (June B, George M, or Ted Greely)
- ❑ Have Tom Lucci secure recording person for CDs
- ❑ Ask for volunteers to set up, clean up, bring baked goods, water, coffee, and paper goods
- ❑ Secure someone's family members/friends to collect tickets and sell tickets at the door
- ❑ Get the order of the program from Steve Bell
- ❑ Create the program using template from past concerts. (See former producer). Programs require ad placements; ask for help if needed
- ❑ Have Glenn send you a jpeg of the program cover

- Send final copy of program to Ron and John for printing. Request folding /collating
- Request a copy of the Will Call list from Tom Lucci or Glenn
- Ask Tom Lucci for petty cash and a cash box for door sales; Or, bring money to make change at the door (pay yourself back from collected admission).
- Have Personnel Manager send you an electronic version of the members performing
- Create the program using template from past concerts. (See former producer) . Programs require ad placements; ask for help if needed
- Keep the hall doors closed until 15 minutes before show time.
- Keep record of sales (and walk-ins)
- Give all checks and cash to Tom Lucci for deposit