

SAMPLE TO-DO LIST

ONE YEAR BEFORE FESTIVAL

- Reserve date and areas of the building you need

BEGINNING OF SCHOOL YEAR

- Confirm areas of building you have reserved
- Notify school personnel of event
- Email directors to confirm bands
- Contact judges to confirm date
- Public relations – or assign parent

THREE MONTHS BEFORE FESTIVAL

- Find head parent organizer or team

TWO MONTHS BEFORE FESTIVAL

- Send parent info; Sign Up Genius
- Order trophies
- Contact local music business about sponsorship
- Arrange for microphones and sound system as needed
- Send performing schedule to participating directors

ONE MONTH BEFORE FESTIVAL

- Confirm PR
- Confirm custodial needs
- Communicate with parent coordinator/committee
- Determine method of recording/sharing comments
- Arrange for payment of judges/emcee/etc.
- Make sure equipment is in good shape – piano, drum set, etc.
- Email teachers whose rooms you may use in the building
- Email participating bands – request program information

TWO WEEKS BEFORE

- Set up digital recording for judges & make envelopes for them
- Envelopes for directors – schedule, program, etc.
- Communicate with parent coordinator(s)
- Make emcee script
- Assign kids' jobs and make copies to distribute in rehearsal

WEEK PRIOR TO FESTIVAL

- Print program
- Follow-up on custodial needs
- Organize backstage paperwork – band set-ups, curtain, etc.
- Petty cash for tickets/concessions
- Pick up trophies
- Set up judges' stations
- Communicate with parent coordinator(s)
- Put emergency supplies in warm-up room:
 - Oil, grease, screwdriver, mouthpiece puller, tuner
- Stage/pit set-up

DAY OF FESTIVAL

- Set-up the warm-up room
- Post signs around building as needed
- Auditorium ready
- Trophies ready

NIGHT OF FESTIVAL

- Ticket table – Director welcome packets
- Programs out to lobby area
- Put cash boxes out – tickets/concessions