



Checklist for putting on a Show

- 1 Decide on a date and time
- 2 Decide on a venue
- 3 Give the show a name
- 4 Decide on the seating arrangement/capacity
- 5 Give the show a name
- 6 Create a poster/promotional material
- 7 Decide how much the tickets will be and who will sell them
- 8 Get students/performers ready
- 9 Make final decisions of number of performances/acts
- 10 Create the program
- 11 Create and hand out notes to performers and any other involved students
- 12 Set up space
- 13 Rehearse in the space
- 14 Get all recording equipment ready
- 15 Have the show and enjoy!