

Checklist performance

In order to satisfy both you and the host, it is important to check some facts in advance. Here is a list of some aspects you might consider.

The event

- Contact for the day of performance (including mobile phone number)
- Exact address
- What kind of event is it? Public or private?

The performance

- Preference concerning the repertoire?
- How long should the performance be?
- At a stretch or divided into several parts?

Preparation, equipment, set-up

- When can you see the stage/ place of performance?
- How long and when can you rehearse on stage?
- Is there a soundcheck (if necessary)? If so, when?
- Do you need technical equipment? P.r.n. attach technical raider
- Consider current supply – if only for a desk lamp
- What size is the stage (esp. important for ensemble performances)? Any specialties concerning the stage?
- Number of needed chairs (without armrests, if necessary). P.r.n. attach a stage plan
- Let the host know if you need a piano (e.g. for accompaniment) or any other additional instruments.
- Who is responsible for the set up?
- Who is responsible for lighting and audio technology, if necessary?
- Where can you park/ unload and how is the access from parking lot to the stage?

Miscellaneous

- Clarify the rights concerning picture and audio recordings.
- Artist's catering?