



CHECKLIST

Now you've made the decision to set up a choir at work there's quite a bit to do. To make sure you don't forget anything print out this checklist and keep it somewhere handy, ticking off the tasks as you go.

GAINING MANAGEMENT SUPPORT

- Depending on the type of company you work for this might be the owner, a company director, a manager or an HR contact.

RECRUITING MEMBERS

- Every company will have different ways of communicating with their staff so talk to your boss or internal communications person about the best ways to reach as many employees as possible.
- Print out and display the recruitment poster around the workplace.

CHOOSING A GENRE

- As a newly formed choir you will need to discuss the types songs you want to sing.

FIND A CHOIR MASTER

(and accompaniment if you need it)

- Having someone to lead the choir with some musical knowledge is essential.

FINDING A SPACE TO REHEARSE

- Try and find a rehearsal venue that you can use on a regular basis.

FINDING SHEET MUSIC

- Source music and songsheets.

YOUR FIRST PERFORMANCE

- It's good to have something to work towards so think about that first performance.
- Print out and display posters promoting your first performance. Think about who you want in the audience, is it just family and colleagues or is it the wider public?