

HOW TO ORGANISE A CHRISTMAS(CHARITY) CONCERT



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Organizing a Christmas/charity concert is a complex task, but the following steps can help guide you through the process:

- **1 Determine the purpose and budget**

Before you start planning, determine the purpose of the concert - a charitable event in our case, and how much you will spend. If there are any ways of outside additional funding – a grant, do not hesitate to apply for it.



■ 2 Choose a venue

Select a venue that suits the purpose and size of the concert. Consider factors like acoustics, seating capacity and accessibility. Make sure to book the venue well in advance to avoid conflicts.

In our case the concert takes place in a church next to our school.

photo by S.Konopka



■ 3 Plan the programme

Plan the programme of the concert with the performers, after you set the theme. Coordinate the order of the performers, their songs or performances and the transitions between them. Also, consider adding other elements such as lightning, decorations and/or special effects.

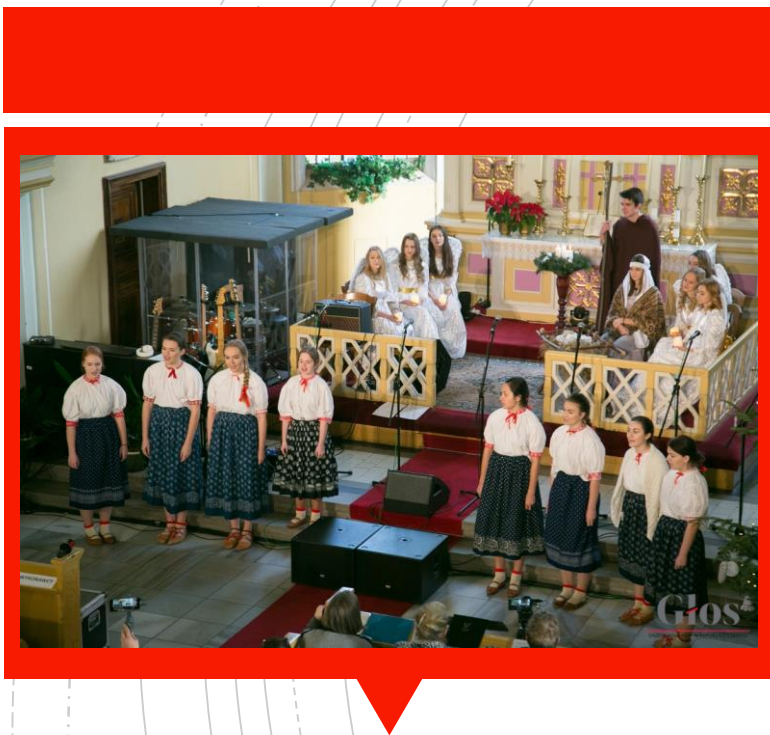
photo by S.Konopka



- **5 Promote the concert:**

Promote the concert through various channels, such as social media, flyers and local media outlets. Include information on the date, time, location and purpose of the concert.

Our flyers are designed by our art teacher.



- **6 Rehearsals and sound check:**

Plan for rehearsals for the performers and a sound check to ensure the best possible sound quality on the day of the concert.

The rehearsals in our school are held after the classes, the general rehearsal with the sound check takes place in the morning before the concert.

photo by S.Brandys

■ 7 Fundraising:

We do not sell any tickets, all fundraising is voluntary.

We use a part of the funds to buy some necessary school furnishings and/or to donate to a chosen charitable organisation.


We donated 20.000 Kč to „Nigdy nie jesteś sam/Nikdy nejsi sám“ – an organisation which takes care of disabled children in the year of 2022.





- **8 Event day:**

Arrive early on the day of the concert to set up and check that everything is in order. Be sure to have volunteers and staff to help with event coordination.

The background features several concentric circles of varying radii, some solid and some dashed, creating a ripple effect. A prominent red callout box with a downward-pointing arrow is centered on the page. The text inside the box is white and reads: "By following these steps you can organise a successful charity concert that meets your goals and provides an enjoyable experience for the performers and the audience."

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