

MUSIC · ADULT PLANNER

Christmas Production Planner

8 weeks of music coordinator work, structured

Read first — the politics

8-week countdown

Week	What	Who
Wk 1 (early Oct)	Decide show scale; choose script/songs; set performance date(s)	Coordinator + head
Wk 2	Send song list and rehearsal schedule to class teachers; book hall slots	Coordinator
Wk 3	Each class teacher introduces their songs; whole-school song introduced in assembly	Class teachers
Wk 4	Costume request goes home to parents; ALL classes singing songs daily	Class teachers + parents



Week	What	Who
Wk 5	First whole-school music rehearsal in hall (just music, no script)	Coordinator
Wk 6	Second whole-school music rehearsal; technical run-through (sound, lights)	Coordinator + caretaker
Wk 7	Dress rehearsal — full show with costumes	Coordinator + class teachers
Wk 8 (mid-Dec)	Performance(s)	Everyone

What you can delegate

What you cannot delegate



What goes wrong (and what to do)

Things to have ready 48 hours before

- Final song running order (printed, multiple copies)
- Soloist list with backups
- Tech cues written down (when does music start, when do lights change)
- Bluetooth speaker as backup if main system fails
- Spare costumes for emergencies
- Sweets/water in dressing rooms
- Phone charged with all backing tracks downloaded
- Programme printed for parents
- Photographer / videographer briefed
- Communicate any changes to class teachers

