

PROGRAM PLANNING & EVALUATION CHECKLIST

This worksheet is designed to help those persons responsible for planning chapter programs make sure that all planning details are covered. Each item, as appropriate, is the responsibility of the planning team or someone else that the planning team designates.

Basic information

AGO Planning Team:
Date and Time:
Title:
Goal:
Host Church or Location:
Host Church Liaison (with contact info):
Performers or Presenters (with contact info):

Planning Details

Will the console be moved to a more visible location for this program?

Who will be responsible for this move?

Will the organ be tuned for the program?

By whom?

At whose cost?

Practice time information:

When is the organ/church available for practice time?

What pistons/memory levels may be used?

Where is the key to the console, if it is kept locked?

Any restrictions on use of organ or other instruments?

*Who will meet/orient guest performers to the instrument and space (location of light switches, bathrooms, water fountains, etc.) at this time?

Are there non-members performing?

Will they be paid for their performance (up to \$100, according to Guild guidelines)?

Who will be responsible for requesting the check?

Who will be responsible for seeing that they are paid?

Communicate the chapter's policy on freewill offerings to the host church liaison.

Will there be a social time with refreshments after the Program?

Person in charge of refreshments or Set-Up Team

Others assisting

Church sponsored?

Cost to chapter?

Type of refreshments (cookies, cheese & crackers, veggies & dip, punch, coffee, etc.)

Clean-Up Team

Is there a host church person assigned to lock up the church after the program & social time are over?

If so, is there a fee involved for that person?

If necessary, create and post signage indicating where program attendees should enter.

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Advertising Options (please note which were used):

- The Guilder
- Flyers emailed to the chapter for posting at their churches (planning team designs these;
Communications Chair can distribute via email)
- Columbus Dispatch
- Local/regional newspapers (list)
- Retirement homes (list)
- Schools and universities (list)
- Organ professors and members with private organ studios
- Database of area part-time church musicians (Pauline Fritz has this database)
- Local churches (list)
- Host church
- Other (explain)

Program Details

Who will design program?

Printed program should include bios for all performers/participants

Information about the Organ:

- Organ Builder
- Date of Installation
- Number of Manuals
- Number of Ranks
- Will this information and organ specifications be included in program notes?

Who will print the program?

If there is a charge for printing, who will pay for it?

Attach copy of Program for files

On the day of the program, what time will the church be open?

Will there be a dress code for performers: black or not, choir vestments or not, etc.

Confirm AGO greeters and ushers

Confirm photographer with Communications Chair

AGO liaison to performer(s), if any?

People to set up stage?

People to move chairs, music stands, etc. during the program: how many and who?

After the performance, who will pick up programs, return the console, chairs & music stands, etc.?

Dean's Greeting to include brief & only necessary information to membership, thanks to host church and its present membership and host musician, gracious welcome to newcomers (invitation to introduce themselves or guests), brief mention of month/day/time of next program and invitation to attend.

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Program Follow-Up

Write thank-you notes to non-members participating, host church/site liaison, those hosting the social/refreshment time, organ tuners (if this service was donated)

Was payment given to non-Guild performers?

Send TAO (via email) a write-up of the event, compliant with TAO guidelines, including the names of all performers

Evaluation (for Executive Committee discussion)

Did the performance meet the purpose and goals of the planning?

Was it well attended? Approximately how many people were present?

From the planning perspective, what worked well?

What could have been improved upon?

Regarding advertising, what was most effective and what was least effective?

AGO
Columbus