

New Choir Member Orientation Checklist

General Introduction

- ☐ Welcome and introductions
- ☐ Overview of choir mission and values
- ☐ Meet the choir director and leadership team

Membership Information

- ☐ Provide membership form and contact details
- ☐ Review choir policies and code of conduct
- ☐ Explain attendance and commitment expectations

Rehearsal Details

- ☐ Explain rehearsal schedule and location
- ☐ Discuss music folder and sheet distribution
- ☐ Warm-up routine and rehearsal structure

Performance Information

- ☐ Upcoming concert/event schedule
- ☐ Concert attire requirements
- ☐ Arrival and call times for performances

Member Support

- ☐ Mention section leaders and mentors
- ☐ Communication channels (email, group chat, etc.)
- ☐ Q&A and feedback process