

QUARTET ROLES

There are many pieces to the quartet puzzle. Here is a list of things that need to be done; you can decide who will be responsible for each of them.

Description of Role/Task	Who is Responsible?
Music selection / purchasing	
Learning Tracks	
Finances <ul style="list-style-type: none"> - Quartet “dues” - Bank account - Checkbook 	
Coach contact <ul style="list-style-type: none"> - Where, when - Payment ready 	
Performance contact	
Costumes <ul style="list-style-type: none"> - Shopping - Fittings/Alterations - Accessories 	
MC script writing	
Competition contact	
Pitch pipe blower	
Rehearsal planning	
Marketing, such as <ul style="list-style-type: none"> - Business cards - Facebook - Instagram 	
Business cards	
Instagram	
Fundraisers <ul style="list-style-type: none"> - Coaches - Costumes - Music - Travel - Lodging - Contest - Registrations 	

Description of Role/Task	Who is Responsible?
Choreographer <ul style="list-style-type: none">- Basic Plan- Entrance/Break/Exit	
Videographer	
Communicator	
Social, such as <ul style="list-style-type: none">- Meals out- Beach trip	
Performance Packaging <ul style="list-style-type: none">- MC script/plan- Pitchpipe timing- Who speaks (or not)- Order of songs	
What else?	