

DRAFT

Substitute Organist Checklist

√		<i>Item</i>
	Before	
		Contract/Agreement/Payment before or after
		Date
		Service Time/Call Time/Prelude Time
		Minister/Contact Information/Who is in charge?
		Security (Keys, Alarms)
		Service Order/Announcements/Liturgical music/Introductions
		Lights/Thermostats/Heating/Cooling
		Where are the restrooms?
		Practice Time
		Parking
		Style of music preferred (Baroque, Classical, Modern)
		Selections to be prepared (prelude, postlude, hymns, etc.)
		Hymns (introduction, improvisation, modulation, all stanzas?)
		Choir/Choir Rehearsal/Cantor
		Is there communion? Are musicians invited to communion?
		Are musical selections played during communion?
		Instruments/Instrument Rehearsal
		Emergency Organ Repairs (Breakers, Repairman Contact)
	Day of	Building open
		Last minute instructions from person in charge
		Synchronize time
	After	Secure the instrument
		Return keys/reset alarms