

EVENT CHECKLIST

Event _____ Date _____
 Location _____ Time _____
 Event Coordinator _____
 Artist _____
 Agency _____
 Agent _____
 Phone _____
 Agency Address _____

	Person Responsible	Date to be Done	Date Completed
Setting a date and time Check for conflicts.			
Contract Negotiate contract details Review with advisor Contract signed Contract sent Contract returned			
Lodging Make hotel reservations			
Facilities Reserved Confirmed Room set up design submitted Dressing room reserved _____ _____			
Technical Needs Technical request submitted Sound arranged Sound check Lighting arranged Staging Tables/chairs Supplies Special Equipment _____			

Event Checklist Continued

	Person Responsible	Date to Done	Date Completed
Promotion Posters Table Tents Banners Gimmicks Paid Advertising _____ _____			
Tickets Ordered Delivered Tickets to Info Desk Cash Box ordered Cash Box picked up Tickets reconciled Money deposited			
Follow Up Program evaluation Attendance recorded Thank you notes sent			
Other Appearances Teaser Classroom appearance Interviews			
ETC _____ _____ _____ _____ _____ _____ _____ _____ _____			