

CHECKLIST FOR PRESENTING A PERFORMANCE

- ___ Contract signed
- ___ Contract reviewed for technical needs
- ___ Tech people arranged for (auditorium)
- ___ Auditorium date confirmed
- ___ Extra auditorium dates released
- ___ Complete artist's technical questionnaire
- ___ Special stage or sound requirements noted and arranged for
- ___ Arrange for insurance for auditorium
- ___ Prepare copy for program or insert
- ___ Arrange printing of program or insert

- ___ Arrange for performance hall for educational component
- ___ Arrange for instruments, technical, etc. for education
- ___ Arrange for security for education
- ___ Arrange for insurance for education

- ___ Patron party sponsor secured
- ___ Patron party site chosen
- ___ Patron party catering arranged
- ___ Hosts/hostesses for patron party arranged
- ___ Premiums for "special guests" obtained

- ___ Posters for performance printed
- ___ Posters distributed and hung
- ___ Flyers prepared and printed
- ___ Flyers distributed through available systems

- ___ Print media press release written and mailed
- ___ Press comps for individual performance mailed
- ___ Follow up calls to press
- ___ Electronic media materials produced and distributed
 - ___ Radio
 - ___ Television
- ___ Print ads produced
- ___ Print ad space reservations made
 - ___ Local newspaper
 - ___ Regional newspaper(s)
- ___ Special interviews arranged (phone, etc.)
- ___ Distribute any special comps for this single performance
- ___ Prepare comp list if required

- ___ Arrange artist travel
 - ___ Air, etc.
 - ___ Ground transportation
 - ___ To and from airport
 - ___ Within Lafayette
 - ___ Tours, etc. desired
- ___ Arrange local accommodations
- ___ Arrange any special private dinners, etc.

- ___ Confirm insurance
 - ___ Auditorium performance
 - ___ Educational component

- ___ Confirm security
 - ___ Auditorium
 - ___ Educational component
- ___ Secure technical staff
 - ___ Auditorium
 - ___ Educational component
- ___ Secure special tech or instruments
- ___ Arrange for traffic control at auditorium
- ___ Arrange for ushers at auditorium
- ___ Pickup printed programs and deliver to ushers (auditorium)

- ___ Pick up artists at airport
- ___ Settle artists into hotel
- ___ Conduct press meeting, if any
- ___ Deliver artists to rehearsals
- ___ Review program with tech staff (curtains, etc.)
- ___ Have our technical troubleshooter on hand

- ___ Patron party food/drink set
- ___ Patron party serving staff set
- ___ Patron party hosts/hostesses set
- ___ Patron party security set (if necessary)

- ___ Deliver artists to performance
 - ___ Performance
 - ___ Transport artists from performance to patron party
 - ___ Patron party
 - ___ Clean up
 - ___ Sigh and wait for next time

- ___ Follow up letters to artists and agents
- ___ Thank you letters to volunteers and patron party sponsor
- ___ Settlement at facility and final audit