

PRE-EVENT CHECKLIST

(For use to plan your event)

Name of Event:

Confirmed Location:

Actual Time of Event:

Equipment Requirements:

Police Requirements:

Parking Requests:

Load –in Times and Information:

Organization and Contact Name/Phone Number:

Expected Attendance:

Food Service requirements:

Ushers:

Programs printed and delivered:

Doors open: 1/2 hour or upon notice

Intermission Time:

Load-out Time:

SPECIAL NOTES: