

Day of Event Details Form

Complete AT LEAST 2 weeks prior to event in preparation for the tasks that need to be done on the day of the show.

Task to be completed	Who's doing it?	When?	Where to go?	Misc. Notes
Create sign-ups for help			Meeting	Publicity and Day of Show tasks
Confirm facility set-up			Reservations	
Confirm production needs			Productions Staff	Use "Advancing" form
Confirm hospitality/Green Room			Food service	Work with Advisor to order
Make/Print Program				Work with Advisor
Create itinerary - day of event				Work with Advisor
Check on towels for artist			Advisor	
Check on water for artist			Advisor	# staff needed:
Parking Details			Parking and Campus Police	
Artist pick up/meet			Arrange	Time:
Reserve vehicle for pick-up (if necessary)			Advisor	
Artist load-in			Sign-ups – Org Meeting	Time: # of volunteers:
Sound Check				Time:
Food # for Performer Meals			Advisor	# people attending:
Ticket Takers				
Head count person (non-ticketed events)				
Introductions/MC's				
Merchandise staff				
Check pick-up/delivery			Advisor	
Load out/clean up			Venue	# staff needed: