

# EVENT CHECKLIST

**Event name** \_\_\_\_\_

**Date and Time** \_\_\_\_\_

**Location** \_\_\_\_\_

## BOOKING

\_\_\_ Room Booked / Master Calendar

\_\_\_ Contract Booked

\_\_\_ Payment for Entertainment

\_\_\_ Requested      \_\_\_ Recieved      -send check in mail OR -hand to artist

\_\_\_ Hotel Reserved

## ADVERTISEMENT

\_\_\_ Posters    \_\_\_ Flyers    \_\_\_ Email    \_\_\_ Channel 4    \_\_\_ Peru State Times

\_\_\_ Other \_\_\_\_\_

## PRE-EVENT PLANNING

\_\_\_ Work Orders \_\_\_\_\_

\_\_\_ Food Orders \_\_\_\_\_

\_\_\_ A/V Orders \_\_\_\_\_

\_\_\_ Other \_\_\_\_\_

\_\_\_ Other \_\_\_\_\_

\_\_\_ Other \_\_\_\_\_

\_\_\_ Other \_\_\_\_\_

\_\_\_ Other \_\_\_\_\_

## DAY OF EVENT INFO

\_\_\_ Arrival Time \_\_\_\_\_

\_\_\_ Contact info \_\_\_\_\_

\_\_\_ Intro \_\_\_\_\_

\_\_\_ Other \_\_\_\_\_