

EVENT \_\_\_\_\_

PERFORMER \_\_\_\_\_ DATE OF APPEARANCE \_\_\_\_\_

PHONE \_\_\_\_\_ TIME \_\_\_\_\_

ADDRESS \_\_\_\_\_ PLACE \_\_\_\_\_

Building - Room

\_\_\_\_\_ SOC. SEC. # \_\_\_\_\_

### CONCERT/LECTURE SERIES CHECK LIST

#### PROCEDURE:

1. Committee approval \_\_\_\_\_

5. Bio/Picture received \_\_\_\_\_

2. Room reserved \_\_\_\_\_

6. Special set-up

3. Contract Amount \_\_\_\_\_  
Contract Typed \_\_\_\_\_

A. A/V \_\_\_\_\_  
\_\_\_\_\_

Routing - sent to:

B. Program (music) \_\_\_\_\_

\_\_\_\_\_ Dean \_\_\_\_\_

C. Other \_\_\_\_\_

\_\_\_\_\_ Performer \_\_\_\_\_

7. Attendance \_\_\_\_\_

4. Confirmation letter sent \_\_\_\_\_  
Enclosures:

8. Thank-you letter \_\_\_\_\_

Parking Permit \_\_\_ Map \_\_\_ Press Release \_\_\_ Flyer \_\_\_

\*\*\*PLEASE CHECK OFF, DATE AND INITIAL EACH ENTRY\*\*\*

#### PUBLICITY:

1. \_\_\_ In-House Publicity (30 copies)

4. Special Interest (classes/clubs)

\_\_\_ Calendar of Events \_\_\_\_\_

Rel./Fly. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Flyer (number needed) \_\_\_\_\_

Artist \_\_\_\_\_

Due date \_\_\_\_\_

Posted \_\_\_\_\_