



# EVENT PLANNING CHECKLIST

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EVENT NAME  
.....

LOCATION  
.....

DATE  
.....

TIME  
.....

## **Choosing a Venue**

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- EXPLORE AVAILABLE VENUES
- PICK YOUR VENUE
- READ/SIGN CONTRACT
- GET EVENT INSURANCE
- APPLY FOR RELEVANT PERMITS (BEER, LIQUOR, STREET CLOSURE, ETC.)

## **Choosing a Musician**

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- EXPLORE OUR ARTIST DIRECTORY TO FIND YOUR EVENT'S PERFECT MUSICIAN/BAND
- PICK YOUR MUSICIAN/BAND
- HAVE A DISCOVERY MEETING
- ASK QUESTIONS PROVIDED IN RESOURCE DIRECTORY
- AGREE ON PAY
- SEND CONTRACT