



# Baker University Campus Activities

## *Popular Concert/Large-Event Checklist*

**Event** \_\_\_\_\_  
**Location** \_\_\_\_\_  
**Date/Time** \_\_\_\_\_ **Event Coordinator** \_\_\_\_\_  
**Artist** \_\_\_\_\_ **Agency** \_\_\_\_\_  
**Artist Contact Person** \_\_\_\_\_ **Phone** \_\_\_\_\_  
**Agency Address** \_\_\_\_\_

	Person Responsible	Date to Be Accomplished	Date Accomplished
<b>Agency</b> First Contact Hold-on Date			
<b>Program Approval</b> Program Proposal Submitted			
Budget Proposal Submitted			
Program/Budget Approved			
<b>Contract</b> Reviewed by Program Director			
Reviewed by Attorney			
Addendum Attached			
Contract Signed			
Contract Sent			
Contract Returned			
<b>Facilities</b> Reserved			
Confirmed			
Set-up Design Submitted			
Dressing Rooms Reserved			
Other			
(1)			
(2)			
<b>Equipment</b> Sound Arranged			
Sound Check			
Lighting Arranged			
Tables/Chairs			
Props			
Supplies			
Special Equipment			
(1)			
(2)			

	<b>Person Responsible</b>	<b>Date to Be Accomplished</b>	<b>Date Accomplished</b>
<b>Labor</b>			
Light/Sound Technician			
Set up Crew			
Ushers			
Ticket Sellers			
Stage Hands			
Security			
Other			
(1)			
(2)			
<b>Concessions</b>			
Food/Beverages			
T-shirts			
Posters			
Programs			
Other			
(1)			
(2)			
<b>Hospitality</b>			
Backstage Refreshments			
Meals			
1. Escort			
2. Escort			
<b>Transportation</b>			
Travel Arrangements			
In Town Transport			
1. Escort			
2. Escort			
<b>Accommodations</b>			
Hotel Room Reserved			
Hotel Confirmed			
<b>Promotion (Free Advertising)</b>			
Information on PR Dept.			
Other			
(1)			
(2)			
<b>Publicity (Paid Advertising)</b>			
Campus Newspaper			
Local Newspaper			
Radio/TV			
Posters			
Flyers			
Table Tents			
Banner			
Buttons			

	<b>Person Responsible</b>	<b>Date to be Accomplished</b>	<b>Date Accomplished</b>
<b>Publicity cont'd</b>			
Program			
Other			
(1)			
(2)			
<b>Tickets</b>			
Ordered			
Delivered			
Tickets to Info. Desk			
Cash Box Ordered			
Cash Box Picked Up			
Tickets Reconciled			
Money Deposited			
<b>Finances</b>			
Artist Fee			
Check Requested			
Picked Up			
Payment Made			
Agency Fee			
Check Requested			
Picked Up			
Payment Made			
Travel			
Check Requested			
Picked Up			
Payment Made			
Hotel			
Check Requested			
Picked Up			
Payment Made			
<b>Follow Up</b>			
Actual Budget Submitted			
Program Evaluation			
Attendance Recorded			
Thank You Notes Sent			
<b>Other Appearances</b>			
Teaser			
Classroom Appearance			
Other			
(1)			
(2)			