

# Your Event Timeline For Planning A Performing Arts Event

Check the box when completed

## Checklist for four months before your event

Task	Due Date	Person In Charge	
Establish a Budget			
Determine your guest list and target market			
Put together a team and establish responsibilities and tasks			
Establish all due dates and deadlines			
Coordinate fundraising, sponsors and other resources			
Save the date! (check local calendars and when other events are being held)			
Reserve your venue			
Confirm performance list, speakers, special guests etc.			
Determine admission costs (ticketing, passes, VIP etc.)			
Build your event website			

## Checklist for three months before your event

Task	Due Date	Person In Charge	
Finalize all performers, speakers, special guests etc.			
Announce your event and save the date			
Put together a draft agenda and program			
Create a volunteer registration and signup			

Purchase event insurance if applicable			
Set up assigned seating if applicable			
Announce coupon codes and discounts			
Send out a press release			
Plan a marketing strategy, material and signage for the event			

**Checklist for two months before your event**

Task	Due Date	Person In Charge	
Start marketing your event			
Book vendors/caterers if applicable			
Determine a parking plan and/or shuttles for guests			
Confirm all safety procedures, parking assistance, safety protocols and security			

**Checklist for two weeks before your event**

Task	Due Date	Person In Charge	
Approve schedules/agendas			
Consider all site preparation (clean up/tear down, equipment, decoration, lighting, technology etc.)			
Prepare all event material and signage			
Confirm everyone working with the same schedule and deadlines			
Get confirmations from all staff, volunteers, and performers of their work times and attendance			
Send out a mass information sheet with all contact information, emergency procedures, schedules etc. for staff			
Confirm all parking and transportation			

**Checklist for one week before your event**

Task	Due Date	Person In Charge	
Confirm and send final guest count to anyone that needs them			
Confirm arrangements with vendors/caterers if applicable			
Confirm seating charts			
Perform a dress rehearsal			

**Checklist for the night before your event**

Task	Due Date	Person In Charge	
Prepare a day-of kit with tools for a wide variety of possible problems			
Set up your equipment at the gate and test that everything is working			
Test all equipment to avoid technical issues			
Conduct a final training session with volunteers and staff			
Print out your guest-list			
Know your backup plans			
Have vendor payouts ready if applicable			
<b>Smile and be proud of everything you've accomplished!!</b>			

**Checklist for the day of your event**

Task	Due Date	Person In Charge	
Establish a work space/room for the day's activities			
Make sure all signage and emergency protocols are in position			
Double check stage decor			
Confirm all performers, staff, volunteers, speakers have checked in			
Test all lighting and equipment			
Check equipment at the gate is working			
Assign volunteers to assist guests in finding their seats if assigned			

**Checklist For Post Event**

Task	Due Date	Person In Charge	
Sent out a responsive post event survey			
Send out data to your sponsors			
Share photos/videos of your event via social media and your website			
Ask for testimonies			
Thank you staff and volunteers and log their information for future events			