

## PERFORMANCE CHECKLIST

Once you have secured a venue for your performance, make sure you understand the following: (Choose the questions that are applicable to your project and the venue)

### PERFORMANCE CHECKLIST FORM

- Name of Performance:
- Venue:
- Dates for the performance(s):
- Date and time of the opening reception:
- Who is the main contact person for the venue, such as the theater manager?
- When can you sign the contract?
- What is the honorarium or artist's fee?
- Will you receive a share of the profits, and how much?
- Who pays for shipping, insurance, reception costs, and invitations?
- What are the responsibilities of the venue or gallery?
- What are your responsibilities as the artist?
- Is there a floor plan for the space or stage? If so, where is it?
- What changes can you make to the performance area?
- What can't you change on site?
- When will you have access to the space?

## PERFORMANCE CHECKLIST, con't

- When are the rehearsal dates?
- What are the rehearsal procedures?
- Who installs the stage elements and sets lighting?
- Is there enough seating at the venue?
- Who designs and mails the announcement?
- Does the venue have an email list for announcements?
- How many invitations will you receive as the artist?
- If the venue designs and mails the announcements, what is the deadline for information from the artist?
- Who pays for the announcements and the mailing?
- What is the deadline for information needed for the press release and other publicity?
- What equipment and technical support is available?
- Is there back-up equipment?
- What tools are available on-site?
- Are there issues with electrical outlets and extension cord routes?
- Are there lighting issues, if so what?
- Who will document the event?