



Triad Stage Backdoor
Entrance code: 1 and 3
together then 4

Concert Producer Checklist

Artist: _____ Date of Show: _____ Venue: _____

Band Arrival Time: _____ Doors: _____ Showtime: _____

At the office, before the show:

- Get volunteer and hospitality needs to Jeff
- Notify Linda of her driving/hospitality responsibilities _____
- Get the venue our time schedule
- Coordinate hospitality drop off (Jeff will give volunteers Lowes Card)
 Name: _____ Phone: _____ Drop-off time: _____
- Bring hospitality in office to venue

- Take EMF sign, towels, fringe box, fringe flyers, plastic-ware, volunteer lanyards coffee maker, etc. to venue if needed Other things to bring:

- Get band check and buyout
- Get will-call list
- Print out database info on show

At venue prior to show time:

- Put out hospitality and other band needs

- Put out _____ towels
- Give band buyout to manager or band (if there is one)
- Get hospitality receipt from Volunteer to return to Erica and Get Lowes card to Jeff (if needed)

- Put out flyers, fringe box, and other EMF stuff: _____
- _____
- Make sure volunteers are taking tickets (give them baggies to collect tickets)
- Make sure a volunteer is at will call
- Make sure merchandise is set up and staffed: _____
- Give will call list to box office

After Show:

- Settle merchandise (80% artist /20% EMF)
- Collect ticket stub baggies for Erika
- Take Fringe raffle slips
- Collect volunteer lanyards
- Collect dirty towels and either put them in dirty towel bag or give them to Brian to wash
- Clean house
- Throw or give away perishable hospitality food
- Save non-perishable hospitality food
- Take other EMF things (sign, flyers) if needed: _____
- Get all necessary receipts for Erika
- Give band check

Notes:
