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)

• 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?
• 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?