

# Salon Concert Checklist



## House concert checklist:

Date & Time \_\_\_\_\_

Location \_\_\_\_\_

Artist phone number: \_\_\_\_\_

Artist email: [hoskins@gregoryhoskins.com](mailto:hoskins@gregoryhoskins.com)

Artist website: [www.gregoryhoskins.com](http://www.gregoryhoskins.com)

## Three months before show

Invitation List

Invitations

Date / time / address / explanation / artist website / donations / RSVP

Put your initial feelers out.

Email initial invites if you wish.

## Two months before the show

Email invites

Start Phoning

Posters/flyers if needed – distribute or post

Reservation list marked paid or unpaid

## One month before the show

Follow up reminders to interested invitees who have not confirmed

Confirm estimated attendance to performers

Establish lodging if needed

## Day of show

Set up performance area

Seating

Lighting / candles

Refreshment table

Registration / CD table

Donation jar - sign

Change purse

Performers dressing area

Guest coats

Artist introduction

ENJOY