

COMPLEX EVENT CHECKLIST – PERFORMANCE OR CONCERT

Event Name:

Date of Event:

SSI Organization Account:

- Walk me through your idea of the event.
- What is your budget for the event?
- Who is your performer going to be and what is the cost?
- What are your maintenance/facilities/grounds needs?
- Is there a rider that the performer is requesting? Where is the green room for them?
- How are you getting speakers and mics for the event?
- Let's talk more about outside noise ordinances through the borough/township.
- What kinds of things will be requiring contracts? Stage, DJ, lights, etc.? Do you have the contracts (as a reminder, students CANNOT sign contracts)?
- Does the space have enough bathrooms?
- Can we talk more about Public Safety's presence at the event?
- Will there be food trucks or outside vendors selling things (as a reminder all food sales need a Chester County Department of Health license)?
- Are there enough trash cans in the space?
- Who will be volunteering to work the event? Can we have a list by a certain date?

- How will tickets to the event be sold if the event is costing money?

- How much will tickets cost?

- How will the check-in process go?

- Where and what is the rain date?

- How is the event being advertised?

- Who is the intended audience?

- Will non-WCU members be present?

- What is the capacity and how will you keep track of that?

- Let's talk about having a run-of-show and deadline for that.

- Let's talk more about if an advisor or other staff member will be there.

- Would you like to schedule another meeting closer to the date of the event to check-in?

- Are there any accessibility issues to be aware of at your event?