

Z-Arts! Event Checklist

Event					
When					
Venue and address					
Venue Contact	Name		Phone		
Hotel Room(s) needed?	Number of rooms beds/people	Smoking/Non	Upstairs/down	Pets?	Reservations made?
Hotel contact	Name		Phone		
Performer's Contact Info	Phone/Cell	address	email	Contact number before performance?	
Get From Performer	Bio	Blurb	Photo	Books/etc. to sell?	
Stipend	Amount	Contact Tim Killen for check: timkillen@aol.com			
Refreshments	What	Who	Get receipts to Tim Killen		
		Event Kit is at Town Hall			
Needs	Venue will provide:	Z-Arts will provide:	Performer will provide:	Other:	
Advertising	Make poster	Distribute poster	Email info to		
FAX info to	<i>The Independent</i> 656-1511	<i>The Spectrum</i> 674-6265	<i>Hurricane Valley Jnrl</i> 635-7800	St. George Mag. If 2 months out. 674-6272	
After	Cleanup	Report # of attendees to Lisa Zumpft	Replace anything used from the Event Kit	Take stuff back to town hall/CCC	