



SINGLE EVENT CHECKLIST

BOOKING 101

- I have a fixed date(s) for my event:
 - I am flexible with my dates
 - Additional notes:
- I know the timing of my event, including setup and tear down times
- My maximum capacity/attendance is:
- I am aware of my venue's deposit and cancellation policies
- I have communicated my A/V and technical needs and have confirmation that they will be accommodated
- I received a quote and understand all charges
- I have signed the contract

EVENT PLANNING

- I have reached out for my venue's preferred vendor list
- I have secured an event planner
- I am my own event planner

PUBLIC AND PRIVATE EVENTS

- I am planning a public event (ticketed or free)
 - I am using a Ticketing Service:
 - I am selling tickets myself
 - My venue handles ticket sales (included or for a fee)
 - I have volunteers or staff to cover ushering, Front of House, and ticketing needs
 - My venue provides ushers, Front of House, and ticketing staff (included or for a fee)
- My event is private (invited guests only)

FOOD AND BEVERAGE

- I am serving alcohol and have a licence from the AGLC
 - I have proof of insurance
- I am not serving alcohol
- I am serving food
 - I have reached out for my venue's preferred vendor list
 - I have booked a caterer and let my venue know
 - I am bringing my own food and have cleared it with the venue

POP-UPS or INTERIM EVENT CHECKLIST EXTRAS

- I have a licence from the AGLC
 - N/A
- I also have approval from Police/Fire Departments/Health Department if required
 - N/A
- I have a Business Licence for my Pop-Up or Interim event
 - N/A