COMMUNITY ARTS PARTNER CHECKLIST

Congratulations on being an approved community arts partner at Capital One Hall. Please complete the following items to ensure a smooth event experience.

Questions? Email Carter | cward@capitalonehall.com

AT SIGNING

- [ ] Deposit (Main Theater: $1,950/day; Vault: $500/day; Classrooms: $100/day

90 DAYS PRIOR TO EVENT

- [ ] Begin Working On "Ticket Build Form" and Prepare Required Marking Assets (below)

70 DAYS PRIOR TO EVENT

- [ ] Submit Ticket Build Form to cward@capitalonehall.com
- [ ] Review Marketing Guide + Submit Required Assets to cward@capitalonehall.com
    - ◯ Artist Image/Show Poster (.PSD/High-Res JPEGS)
    - ◯ Event Description (What is your show? Why should people be interested?)
    - ◯ Press Release, Official Website, Official Social Handles
    - ◯ Event Description (What is your show? Why should people be interested?)
    - ◯ Marketing Plan (How will you get the word out? What has worked previously?)

60 DAYS PRIOR TO EVENT

- [ ] Show Announce (generally a Monday); Show On-Sale (generally a Friday)
- [ ] Set Date for On-Site Production Tour

14 DAYS PRIOR TO EVENT

- [ ] Submit Final Production & Day-Of-Show Information to Assigned Production Manager
- [ ] Submit Certificate of Insurance to cward@capitalonehall.com (see section 16 of contract)