COMMUNITY USE CHECKLIST

**Congratulations** on being an approved community user 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)
- 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

---

**30 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)