

# COMMUNITY EVENT CHECKLIST

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

**Questions?** Email Carter | [cward@capitalonehall.com](mailto: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](mailto:cward@capitalonehall.com)

Review Marketing Guide + Submit Required Assets to [cward@capitalonehall.com](mailto: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](mailto:cward@capitalonehall.com) (see section 16 of contract)