



CENTRAL COAST CONSERVATORIUM OF MUSIC

EVENT LOGISTICS TEMPLATE

EVENT/PROJECT NAME:	
VENUE:	
DATE OF EVENT:	
EVENT OWNER:	

EVENT/PROJECT DETAILS:					
START TIME			FINISH TIME		
BUMP-IN TIME (Access to venue)			INTERVAL	YES	NO
INTERVAL TIME & DURATION:			INTERVAL REFRESHMENT	YES	NO
IS AN ACCOMPANIST REQUIRED?	YES	NO	PREFERRED ACCOMPANIST:		
DO YOU REQUIRE A REHEARSAL IN VENUE?	YES	NO	REHEARSAL DATE & TIME:		
IS A PIANO REQUIRED	YES		PIANO TUNING	YES	NO
AMPLIFICATION	YES		VISITING ARTISTS/Teachers	YES	NO
TICKETS: We need to sell spaces. so yes will need a form of ticketing.	YES		STAGE MANAGEMENT Camp Coordinator/ Booking in/Supervision/ Covid Marshall	YES	
FRONT OF HOUSE REQUIRED	YES	NO	FLYERS REQUIRED	YES	
PROGRAMS	YES	NO	EDITORIAL REQD: Would be great if we could get it	YES	
NB: PLEASE SUPPLY INFORMATION FOR FLYERS/PROGRAMS/EDITORIALS AT LEAST 4 WEEKS PRIOR TO EVENT.					
PERFORMANCE AGREEMENT REQUIRED	YES	NO	Fundraising opportunities: FOOD, DRINKS, RAFFLES ETC	YES	

