

Landau Eugene Murphy, Jr.

Event Entertainment Checklist

Client (Company Name): _____
Meeting/Event Planner: _____
Email: _____ Cell: _____

Property/Venue: _____
Day of Week: _____ Date(s): _____
Property/Venue Address: _____
Capacity: _____ Ticket Prices (if applicable): _____

CSM/Facility/Sales Mgr: _____
Email: _____ Cell: _____

Catering/F&B _____
Email: _____ Cell: _____

House Electrician _____
Email: _____ Cell: _____

Corporate Entertainment Co.: _____
Email: _____ Cell: _____

Production (Sound): _____
Email: _____ Cell: _____

Production (Lights): _____
Email: _____ Cell: _____

Production (Stage): _____
Email: _____ Cell: _____

Advertising/Promo Contact: _____
Email: _____ Cell: _____

Blogger: _____
Email: _____ Cell: _____

Tickets Contact: _____
Email: _____ Cell: _____

Transportation Contact: _____
Email: _____ Cell: _____

Sound/Light Check: _____ **Doors:** _____ **Showtime:** _____
Support Act: _____ **Length of Support Show:** _____

Support Contact: _____
Email: _____ Cell: _____

Headliner: _____ **Length of Headliner Show:** _____
Headliner Contact: _____

Email: _____ Cell: _____

Band Hotel/Name & Address: _____
Contact: _____
Email: _____ Cell: _____

Crew Hotel/Name, address (if different from above)

Contact: _____
Email: _____ Cell: _____

Miscellaneous Info:

Please email to: _____ **Telephone:** _____