



## DAY OF THE EVENT

- Make sure all tasks are complete
- Meet with committee prior to beginning of the event for last minute instructions
- Supervise load-in and load-out
- Be sure audience evaluations and pencils are available at the event site

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## AFTER THE EVENT

- Make sure clean-up is initiated
- Thank the artist and give him/her the check where applicable
- Collect audience evaluations and tally the results
- Complete the event evaluation form with your committee
- Be sure that all publicity from the event has been taken down
- Thank you notes, if applicable

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