

# Promoter Checklist



Event Name: \_\_\_\_\_ Move in Date: \_\_\_\_\_

Coordinator: \_\_\_\_\_

Coordinator Number: \_\_\_\_\_

Coordinator Email: \_\_\_\_\_

Event Location(s): \_\_\_\_\_

## PAYMENTS

- Security Deposit Due Date: Upon Signing Amount: \_\_\_\_\_
- Rent Due Date: \_\_\_\_\_ Amount: \_\_\_\_\_ (30 days)
- Estimated Equipment & Labor Due Date: \_\_\_\_\_ Amount: TBD (5 bus. days)
- Event Listing Publication Due Date: Upon Signing
- Contact Spectra for concessions and/or Catering Due Date: \_\_\_\_\_ (Upon Signing)

**Gwendy Jones- Catering Sales Manager**

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**Brian Stone**

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Brian.Stone@spectrarp.com

- Floor Plan w/ electrical layout (30 days before event) Due Date: \_\_\_\_\_ (30 days)
- Send Electrical layout to ACAFA (30 days before event) Due Date: \_\_\_\_\_ (30 days)
- Contact Fire Marshall for permit, if required for event  
Flammable material in building, Vehicles in building, Tents and Membrane structures, etc. Due Date: \_\_\_\_\_ (30 days)
- Outside services- Identify and provide insurance  
Sound Engineer, staging, equipment, attractions, etc. Due Date: \_\_\_\_\_ (30 days)
- Provide Insurance to ACAFA Coordinator Due Date: \_\_\_\_\_ (30 days)
- Emergency Action Plan Due Date: \_\_\_\_\_ (14 days)