

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)

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- 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 Due Date: _____ (30 days)
 Flammable Material in Building, Vehicles in Building, Tents
 and Membrane Structures, etc.
- Outside Services- Identify and Provide Insurance Due Date: _____ (30 days)
 Sound Engineer, Staging, Equipment, Attractions, etc.
- Provide Insurance to ACAFA Coordinator Due Date: _____ (30 days)
- Emergency Action Plan Due Date: _____ (14 days)
- Appendix A Completed Due Date: _____ (7 days)