House Concert Checklist

# 3 weeks prior

Develop the invitation list

Send invitations with RSVP

Plan snacks/ pot luck/ drinks

Notify neighbors of potential noise, traffic, etc.

Schedule help if needed

# 2 weeks prior

Track RSVPs

Find container for donations

Find table for merchandise

# 1 week prior

Ensure performance area (stage) has power & lighting

Track RSVPs

# 3 days prior

Remind neighbors of event

Gather/buy food, drink, supplies

Track RSVPs

# 1 day prior

Prep food/drink, if needed

# Day of

Set up listening room, arrange chairs

Set up food/drink area

As guests arrive, check them in, collect donation

Remind guests of format

Introduce Anne E., relax and enjoy!