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!