My Library

Event Name xx/xx

horizontal line

**04 SEPTEMBER 20XX** / 4:30 PM / ROOM 436

# Performer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell #:

Contact Info:

Required Documents:

* Contract
* Liability Insurance
* Payment Receipt

# Event Details:

## Prep Work:

* Electrical Outlet
* Extension cord
* Table
* Chairs
* Dressing Room
* Other

## Staff Stations:

* Staff: job/location
* Staff: job/location
* Staff: job/location
* Staff: job/location
* Other:

## Set Up:

1. Lorem ipsum dolor sit amet, consectetuer adipiscing elit.

## Tear Down:

* Lorem ipsum dolor sit amet, consectetuer adipiscing elit.
* Suspendisse scelerisque mi a mi.

# NOTES - Pre Event

* **Lorem ipsum dolor sit amet** consectetuer adipiscing elit.
* **Vestibulum ante ipsum primis elementum**, libero interdum auctor cursus, sapien enim dictum quam.
  + [Phasellus vehicula nonummy](http://www.google.com/)

# ACTION ITEMS

1. **Lorem ipsum dolor sit amet** consectetuer adipiscing elit.

# Attendance

Lorem ipsum dolor sit amet, consectetuer adipiscing elit.

# NOTES - Post Event

* **Lorem ipsum dolor sit amet** consectetuer adipiscing elit.
* **Vestibulum ante ipsum primis elementum**, libero interdum auctor cursus, sapien enim dictum quam.
  + [Phasellus vehicula nonummy](http://www.google.com/)