



Central Coast  
Conservatorium  
Of Music

**CENTRAL COAST CONSERVATORIUM OF MUSIC  
EVENT LOGISTICS TEMPLATE**

|                            |  |
|----------------------------|--|
| <b>EVENT/PROJECT NAME:</b> |  |
| <b>VENUE:</b>              |  |
| <b>DATE OF EVENT:</b>      |  |
| <b>EVENT OWNER:</b>        |  |

| <b>EVENT/PROJECT DETAILS:</b>  |     |    |  |     |    |
|--|-----|----|--|-----|----|
| START TIME   |     |    | FINISH TIME  |     |    |
| BUMP-IN TIME<br>(Access to venue)  |     |    | INTERVAL   | YES | NO |
| INTERVAL TIME & DURATION:  |     |    | INTERVAL REFRESHMENT   | YES | NO |
| IS AN ACCOMPANIST<br>REQUIRED?   | YES | NO | PREFERRED<br>ACCOMPANIST:  |     |    |
| DO YOU REQUIRE A<br>REHEARSAL IN VENUE?  | YES | NO | REHEARSAL DATE &<br>TIME:  |     |    |
| IS A PIANO REQUIRED  | YES |    | PIANO TUNING   | YES | NO |
| AMPLIFICATION  | YES |    | VISITING<br>ARTISTS/Teachers   | YES | NO |
| TICKETS: We need to sell<br>spaces. so yes will need a form of<br>ticketing.                             | YES |    | STAGE MANAGEMENT<br>Camp Coordinator/ Booking<br>in/Supervision/ Covid<br>Marshall | YES |    |
| FRONT OF HOUSE REQUIRED  | YES | NO | FLYERS REQUIRED  | YES |    |
| PROGRAMS   | YES | NO | EDITORIAL REQD: Would<br>be great if we could get it                               | YES |    |
| <b>NB: PLEASE SUPPLY INFORMATION FOR FLYERS/PROGRAMS/EDITORIALS AT LEAST 4 WEEKS<br/>PRIOR TO EVENT.</b> |     |    |  |     |    |
| PERFORMANCE AGREEMENT<br>REQUIRED  | YES | NO | Fundraising opportunities:<br>FOOD, DRINKS, RAFFLES<br>ETC                         | YES |    |

