# Music festival checklist

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| **Job** | **Person** | **Date needed** | **Done** |
| **Match funding** |  |  |  |
| **Sponsorship** |  |  |  |
| **Grants** |  |  |  |
| **Book bands** |  |  |  |
| **Contacting secondary schools** |  |  |  |
| **Check site safety** |  |  |  |
| **Check school/PTA insurance** |  |  |  |
| **Bar licence** |  |  |  |
| **Organising bar** |  |  |  |
| **Sourcing gazebos/marquees** |  |  |  |
| **Advertising: radio/papers etc** |  |  |  |
| **Investigate drummer/percussion** |  |  |  |
| **Get prize for Battle of the Bands** |  |  |  |
| **Find judges for Battle of the Bands** |  |  |  |
| **Sourcing and booking family events/activities** |  |  |  |
| **Organisation and running stalls/tombola/raffle** |  |  |  |
| **Food stalls/ barbeque** |  |  |  |
| **Ticket design** |  |  |  |
| **Ticket production** |  |  |  |
| **Ticket sales - advance and on door** |  |  |  |
| **Poster and roadside boards** |  |  |  |
| **Stage hire x 2** |  |  |  |
| **Lighting and PA** |  |  |  |
| **Stage management** |  |  |  |
| **Source wristbands - entry** |  |  |  |
| **Source and design T-shirts/wristbands** |  |  |  |
| **Security** |  |  |  |
| **Finances** |  |  |  |
| **Write to council/residents re. parking** |  |  |  |
| **List of helpers for day & rota** |  |  |  |
| **Update website** |  |  |  |