

FOSB Event Checklist	Responsible Person
Event	
Venue	
Date (s)	
Co-ordinator	
Time (s) – set-up, doors open, start, interval finish	
Seating – chairs, quantity, whether numbered	
Tickets – numbered, printing, pricing box office sales, door sales records, accounting	
Liaison with artist – programme, fees payment, offloading, seating	
Welcome speech closing speech	
Floor Manager / Stewards	
Toilets – evening access to	
Safety – accident procedures, first aid lighting, paths, steps, floor condition obstructions, stability of displays, kitchen equipment, fire blanket	
Cash security – sales donations reconciliation banking	
Catering – equipment food, drink, serving, clearing	
Raffle / other – prizes, tickets, sales	
Letters of thanks	

See next sheet for Publicity checklist.....

FOSB Event – Publicity checklist	Responsible Person	Date for action
Publicity Co-ordinator		
Design and produce posters, programmes and tickets		
Number of posters required		
Displays in Lostwithiel <ul style="list-style-type: none"> • Church gates, porch, boiler house • Church Hall • Town Council Notice boards – Guildhall Lane & Cattle Mkt car park • Pharmacy, Library, Tourist Board • Telegraph poles <ol style="list-style-type: none"> 1. Bodmin Hill 2. South St / Summers St 3. 4 South Street (window) 4. Quay St / South St 5. Grenville Road x 2 6. Grenville Rd / Cott Rd 		
Other displays <ul style="list-style-type: none"> • Benefice notice boards • Lanlivery / Lerryn / Fowey • Bodmin / Truro Tourist Boards • Cathedral refectory • Other Libraries • Lesley Fuscher, Diocesan Office (by 16th of month, £5/£10 contribution, circulation to 250 clergy) 		
A5 flyer distributed by Penhaligan's (500/600 copies)		
Pew sheet (by Friday each week)		
The Bridge (by 10th of month)		
LCA Newsletter (by 20th of month)		
Cornish Guardian – contact journalist for possible photoshot email into Community Listings email for 'Down Your Way'		
Radio Cornwall (1 month in advance)		
The Coracle (by 5th of month) Approx. £21.00 11,000 copies		
Other Societies / newspapers etc relevant to the event		