

# Event Project Sheet

Prepared by ChoralSociety - WebMag for passionate choral singers

Project name

Project Manager

Name

Address

'Phone day  'Phone home

Project assistants

Function

Name

Address

Contact

Project date & time

Venue

**Programme content**

**Soloist 1**

Surname

First name

Function

Fee agreed

Scores needed

Contract issued/signed and returned

Fee paid

**Soloist 2**

Surname

First name

Function

Fee agreed

Scores needed

Contract issued/signed and returned

Fee paid

**Accompanist**

Fee agreed

Fee paid

Scores needed

**Orchestra**

Name

Commissioned

Contract agreed £

**Venue name**

Full address

Name of contact

Address

'phone

E-mail

Hire fee

Hire fee paid

**Ticket prices**

Ticket sales (method)

Members

Post

On line

Other (eg. Agencies)

Agencies' sales commission

Contract agreed and signed date

At the door

Sales team

**Publicity**

Publicity manager

Publicity assistants

Poster & ad designs

Commissioned

Approved

Poster requirements

Size A4 (etc)

Poster production

Artwork, printing.

Instructions agreed

**Poster distribution** (see separate list of where and who)

**Display advertising**

Medium

Cost

Design and mechanical requirements and who does it

**Press Relations**

Press list

Press Release writer

Pictures required

Release approved

Press release distribution (who does it)

**Concert programme**

Designer

Content required by

Quantity and printing

Print quotes, approved printer and agreed cost

**Concert Day**

Advance party.

Front of House

Ticket sales

Float amount and secured

Programme sellers and price to audience

**Estimated****Actual****Project budget**

Artistes including conductor £	<input type="text"/>	<input type="text"/>
Venue hire	<input type="text"/>	<input type="text"/>
Programmes	<input type="text"/>	<input type="text"/>
Publicity	<input type="text"/>	<input type="text"/>
Score costs	<input type="text"/>	<input type="text"/>
Expediencies' allocation	<input type="text"/>	<input type="text"/>
Break even analysis	<input type="text"/>	<input type="text"/>
Target ticket sale; quantity and value	<input type="text"/>	<input type="text"/>

**Evaluation**

<b>Total costs</b>	<input type="text"/>	<input type="text"/>
<b>Total sales</b>	<input type="text"/>	<input type="text"/>
<b>Profit/loss</b>	<input type="text"/>	<input type="text"/>

**Volume - quantity****Value £****Ticket sale breakdown**

<b>Advance bookings</b>	<input type="text"/>	<input type="text"/>
<b>Web-site sales</b>	<input type="text"/>	<input type="text"/>
<b>At the door</b>	<input type="text"/>	<input type="text"/>
<b>Agencies</b>	<input type="text"/>	<input type="text"/>
<b>TOTAL</b>	<input type="text"/>	<input type="text"/>