

**KATHMANDU UNIVERSITY
DEPARTMENT OF MUSIC**

CHECK LIST

PART I: PROGRAM ACTIVITIES

- 1 Press Release: (Yes / No). If Yes,
 - a. Media List
 - b. Invitation Contents and Design
 - c. Invitation Distribution
 - d. Re-confirmation
 - e. Press Release
 - f. Refreshment

PART II: ABOUT THE PROGRAM

- 2 Program Name: _____
- 3 Venue: _____
Permission required: (Yes / No)
If yes, name of the granting permission: _____
(Permission to be attached)
- 4 Date: _____ Day: _____
- 5 Starting Time: _____ Duration: _____
- 6 Type of Program:
 - a. Free Program (*no ticket/ invitation distributed*)
 - b. Invitee Program (*guests invited through invitation*)
 - c. Ticket Program (*ticket required for entry*)
- 7 Name of Performers (*artist profile/ contacts in attachment*)

- 8 Supporting/ featuring artist (*artist profile/ contacts in attachment*)

- 9 Program Scheduling (*attachment*)

PART III: LODGING (IN CASE OF ARTIST OUT OF VALLEY/COUNTRY)

- 10 Hotel Booking? (Yes/ No). If yes, name of the hotel: _____

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11 Terms of Payment (tick the applicable one):

- | | |
|----------------------------|--------------------------|
| a. Full payment by KU | c. Other sources _____ |
| b. Full payment by artists | d. Partial payment by KU |

PART IV: SPONSORSHIP

12 Sponsor requirement (Yes/No), If yes, Sponsor's Name: _____

Sponsor Type: (partial/Full) (proposal, budgeting, and contact to be attached)

If full, sponsor account: _____

If partial, areas of sponsorship: _____

PART V: PUBLICITY/ PROMOTION AND RECORDING

13 Flex, Banner (Yes/No) _____

(If yes, contacts, size and requirement should be listed in attachment)

14 Brochure (Yes/No) City: _____

15 Flyers, information sheet (Yes/No)

(If yes, flyer contacts, size and requirement should be listed in attachment)

16 Media

- a. FM (Yes/No) _____
- b. Newspaper (Yes/No) _____
- c. TV (Yes/No) _____
- d. Magazines (Yes/No) _____
- e. Websites (Yes/No) _____
- f. others _____

17 Video Recording _____; Payment (Yes/No)

18 Camera _____; Payment (Yes/No)

PART VI: STAGE AND THE RELATED LOGISTICS

19 Stage: Indoor/ Outdoor

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- 20 Lights to be hired: (Yes/No) _____
(If yes, the list of light equipment to hired in attachment)
- 21 Sound System should be hired: (Yes/No) (If yes, list of items hired to be listed in attachment)
- 22 Light and sound setting (responsible person): _____
- 23 Other equipment (Yes/No)
(If yes, list of equipment to be hired to be listed in attachment)

PART VII: INVITEES AND SEATING ARRANGEMENTS (NOT APPLICABLE FOR FREE PUBLIC SHOW)

- 24 Guests (tick the categories applicable)
- | | |
|------------------------|------------|
| a. Distinguished guest | e. Media |
| b. Teachers of KU | f. Artists |
| c. Students of KU | g. Others |
| d. Staff of KU | |

(List of each category of guests to be given in attachment)

- 25 Seating Arrangements
- a. No. of guests estimated/capacity _____
- b. Guests Categorization (Yes/No)
- c. Categories: _____
- | | |
|--|--|
| | |
| | |

26 Invitation (for program requiring invitation)

- | | |
|---|----------------------------|
| Invitation contents/design (attachment) | c. Invitation distribution |
| Invitation Printing | d. Invitation confirmation |

27 Tickets (for ticket show only)

- Ticket rate: _____ Qty: _____
- Ticket contents and design (attachment)
- Ticket Printing _____
- a. Ticket Sale Counters/People (attachment with no. of tickets provided to each person/counter)

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PART VIII: REFRESHMENT

- 28 Dinner/Lunch (*free/ Coupon/ Self pay*)
- a. Menu (*to be attached*)
 - b. Cost _____
 - c. If coupon, coupon design (*to be attachment*)
 - d. If pay, rate: _____
- 29 Drinks (*free/ Coupon/ Self pay*)
- a. Item with quantity requirement of each item (*to be attached*)
 - b. If coupon, coupon design (*to be attachment*)
 - c. If pay, rate: _____

PART IX: SECURITY AND VEHICLE MANAGEMENT

- 30 Vehicle requirement (Yes/No)
- Type of vehicle required: _____
(*If yes, date, day and time to be listed in attachment*)
- 31 Parking space _____
- 32 Passes
- a. Volunteer (Yes/No) If yes, qty: _____ (*contents to be attached*)
 - b. Media (Yes/No) If yes, qty: _____ (*contents to be attached*)
- 33 Additional Security Force required (Yes/No)
- If yes, source of security: _____
(*Term of agreement or permission to be attachment*)

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PART X: OTHERS

34 MC (Yes/No), if yes, Name: _____

35 Manpower (*names and their respective duties to be attached*)

36 Electricity (Yes/No). Source: _____

37 Greet/ gifts for VIP guests (Yes/No)

If yes, material/gift required _____, Qty: _____

PART XI: POST-PROGRAM ACTIVITIES

38 Program Summary (*attachment*)

39 Review Session

40 Update website

41 Collect material (*photocopy of bills, newspaper cuttings, feedbacks, etc*).

42 prepare a file of the program both in terms of hard copy and soft copy. All the attachments mentioned above, photocopies of bills, income/expenditure summary, photocopy of newspaper cuttings should be included in the file.