

**Arts Council of Greater Lansing**

**Venue & Artist(s) Checklist**

*Optional*

In order to ensure that Arts Night Out venues and artist(s) establish a positive working relationship and are in agreement of how Arts Night Out event logistics will run, the Arts Council of Greater Lansing has developed a few optional resources. The Venue & Artist(s) Checklist is a helpful list of items that likely need to be discussed and agreed upon between the venue, artist(s), and all other collaborating parties before each Arts Night Out event.

Communication & Pre-Event Planning:

* Main contact information
* Preferred communication method (email, telephone, etc.)
* Making Arts Night Out deadlines
* Artist(s) marketing
* Venue marketing
* Parking
* Commission

Creative Planning:

* Artist(s) medium displayed
* Display space
* Display method
* Additional materials needed
* Set-up time
* Arts Night Out hours
* Take-down time

Event Planning:

* Reception hospitality (food, drink, alcoholic beverages, etc.)
* Volunteers/staff

Other:

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