



Entertainment Checklist

One Year - Eight Months Out

- Build Committee
- Decide which of these elements to include: Best in Shoe, Step & Repeat, Photo Booth, DJ, etc.

Six Months Out

- Determine if using professional auctioneer or celebrity emcee

Four Months Out

- Celebrity emcee-recruit & secure if using one
- Obtain production and backstage requirements for Celebrity emcee

Three Months Out

- Finalize other entertainment elements if using,
- Obtain production and backstage requirements for them.

Two Months Out

- Create outline for entertainment
- Select Music

Six Weeks Out

- Create outline for entertainment

One Month Out

- Create outline of speaking program, emcee script & shoe contest
- Work on signage for Best in Shoe, Step & Repeat, etc.

Three Weeks Out

- Finalize AV and production needs for Entertainment
- Go over playlist with DJ
- Finalize and distribute Run of Show

Day Before / Day Of

- Greet and direct AV & Production crew
- Provide Final Run of Show –Rehearsal Run through & sound check