

Renter Checklist

Here at The Luke we want to support your event by helping you plan, execute and enjoy a successful show. While the following list doesn't cover every detail, we hope it can act as a basic guideline for getting a show from concept to reality.

- 1 Establish a schedule.
- 2 Book the theatre.
- 3 Know the rules. Read and follow all theatre policies.
- 4 Remember that we're here to help you.
- 5 Advance the show's technical needs early.
- 6 Be flexible. Be creative.
- 7 Advertise. Get the word out.
- 8 Show up prepared.
- 9 Try to get other people involved.
- 10 Fill out the House Managers checklist well before your event.