

HOUSE CONCERT CHECKLIST

Here's a handy checklist to help make getting ready for your awesome house concert easy ...

Pre-House Concert

6 months to 4 weeks ahead

- Answer ALL questions from the “guide” and sent to contact@peterwoolston.com
- Date, Time and Venue confirmed by Peter Woolston
- Outdoor Venue? Make sure the alternate indoor fallback venue is also available

4-6 weeks

- tell your friends to save the date, arrange any helpers or stuff you need to borrow
- If you want plan for food or drinks - choose food scenario you want - appetizers, cookie party, BBQ, sit-down dinner, wine and cheese, BYO fish and chips ...
Potlucks and BBQ's are low-to-no maintenance and take a few e-mails to sort out
- Children Coming? Confirm “babysitter” and ensure part of the venue is separated both physically and sonically to take care of the kids during the concert phase

3 weeks

- Create and send out the invitations
 - email invites to specific people
 - The very BEST promotion in the world is person-to-person personal word of mouth. If you're excited, if you talk about it a lot, your friends will be too.
 - Never post your address or phone number publically, I recommend against it! Keep the personal info in emails. If you do email everyone all at once then *please* use the BCC field for everyone for their privacy
 - create a Facebook event if needed to help contact people
 - some people choose to use a service like “evite” but normally that's less effective unless it's proven already with your friends.
 - tweet or Facebook about it
- Require RSVP's
- Keep an eye out on your SPAM filter as it may catch people's RSVP's accidentally!

1-2 weeks

- Check email and junk folder as many people wait until the last moment to RSVP
- I'll try to check in with you periodically as the show gets closer, to make sure you've got everything you need
- Let me know how we're doing with your guest list (full? empty? questions?)

1 week

- send reminder email to everyone who has NOT responded
- Pets? Arrange a place for them to stay over or decide which separate room they can be in during the show

2-3 days

- send a confirmation email to people who DID RSVP with the directions, parking, date, time - let people know that if they cancel they should call you in case someone is waiting for a space to get in to the concert. This confirmation is important as it's unfair for you if people leave you in the lurch

1 day

- if you have cancellations and there are people on a waiting list then help them get squared away

House Concert Day:

"My place is a mess":

- Everyone says this and nearly everyone is overly sensitive. But by the time I arrive you've usually scrambled for 30 minutes and made at least your living room look lovely. (If you need an excuse to clean up then this would be it ...).

Equipment To Provide:

- I need:
 - 1 light
 - 1 electrical outlet
 - I admit it - I'm a geek ... so I will need a wifi connection that won't quit on me

Outdoor Venue:

- Sometimes weather doesn't co-operate even when it should so ensure your firm indoor option is available to fall back on (watching me play outside in the dark isn't very entertaining when you can't see me and I can't see my guitar :p).

Set up time:

- Peter arrives and sets gear up

Guest Arrival Time:

- I hang out with you and your friends

Concert Time:

- I play for you! You end with the donation announcement

Hang Out Time:

- It's great being with friends and family

Pack Down Time:

- We return everything to normal