

## Get your Date and City

- o Ask us any advance questions about hosting a show.
- o Send us an email under "Host a Show Request" from website
- o F3T will confirm if event date is acceptable
- o Once accepted, F3T will follow up with contract/ payment process

## Location Planning

- o Select a venue with optimal seating capacity
- o Check date availability
- o Determine how tickets will be sold - locally, online using F3T website or using the venue link
- o Does the venue sell food and beverage?

## What can you expect from us?

- o F3T will send you poster/social media artwork and link to order posters.
- o F3T will post your event on Eventgroove.
- o Setup Stripe if planning on selling tickets through the F3T.
- o Once set up we will send your specific package at least 2-3 weeks prior to show.

## Planning the Event

- o Order posters, tickets & sweepstakes cards
- o Start advertising and selling tickets
- o Recruit volunteers, MC and give-away items
- o Test & preview discs on venue's equipment at least 2 weeks prior to the event
- o Keep close tabs on ticket sale so not to exceed capacity

## Day of Event

- o Get list of tickets sold from Eventgroove
- o Organize team to help with handling front door
- o Hand out sweepstakes cards to all attendees
- o Show slide show before the show
- o Collect sweepstakes cards

## After the Event

- o Return sweepstakes cards to:  
Fly Fishing Film Tour, 5720 Flatiron Pkwy, Boulder CO 80301
- o Provide a completed Box Office Report (template provided by F3T)

