

Fly Fishing Film Tour Checklist for Affiliate Shows based on a February/March Premiere
Constructed as a rough template of things to consider for your show.

July/August/Sept

Put holds on Venue/Facility and confirm availability with F3T

October/November

Receive Contract from F3T. Review, Sign and return with deposit

Request logos for this year's tour and sponsors information to construct website

Confirm local primary sponsorship. Contact additional co-sponsors

Contact fly shops/lodges/guides for customer discounts and giveaways (see sponsorship template forms in Dropbox)

Prepare and print tickets. Number tickets for audit purposes.

Book projection personnel/theatre staff, and lobby needs (tables, chairs, etc.)

Order Posters via F3T

December

Prepare pre-posters for Christmas season and get into high traffic fly shops and venues

Order Swag/Giveaways/Raffle Packages for sale at show

Confirm door prizes

Prepare and mail postcards to mailing list

Tickets go on sale (get tickets to Fly Shop partners and TU Chapters for additional sales)

Early January

Request work order for sponsor tables, security and custodian (Bathrooms clean between shows)

Marketing Blitz

Email blitz

Hang posters

Posters to all Bulletin boards/Trout Unlimited Chapters/Fly Shop partners/venue/bars/restaurants/etc.

Order food and beverages for sale in lobby

Order cash boxes and start-up change.

Schedule volunteers to help with show

Make sure BluRay and Raffle Packages are due to ship on time. TEST BLURAY AT VENUE

SHOW DAY

Pick up cash boxes/deposit slips and envelopes.

Pick up unsold tickets from Fly Shop partners for at the door sales

Pick up pens (for entry forms), food, beverages, etc

Move posters and signage to key locations to direct crowd.

Have volunteers prepare lobby and giveaways.

Make sure script is updated for local sponsors.

THANK LOCAL SPONSORS!

POST SHOW – Fill out online Box Office Report and submit final payment to F3T

Thank you letters to sponsors