

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

October/November

Put holds on Venue/Facility and confirm availability with F3T

January

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

February

Prepare posters with ticketing information and place into high traffic fly shops and businesses

Order Swag/Giveaways/Raffle Packages for sale at show

Confirm door prizes

Prepare and mail postcards, or email, to mailing list

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

Early February

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 ON THEIR BLURAY PLAYER TO ENSURE THERE ARE NO ISSUES AT LEAST 7 DAYS BEFORE THE SHOW**

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/Outside
Thank you letters to sponsors