

FJC JAZZ JAM LOGISTICS CHECKLIST

A. Promo Table Setup

1. Put posters up on speakers
2. Have cash box and paper receipts ready
3. Put out jazz jam and FJC sign-up sheets, with pens.
4. Have FJC flyers out on table, and distribute them to crowd.
5. Man the table during the jam.
6. Clean up table & posters after the jam.
7. Forward all sign-up sheets and any monetary proceeds to the FJC Treasurer after the jam.

B. Stage Setup

1. Ask venue for speaker cables to PA.
2. Set up mics & stands, connect to PA.
3. Connect speaker cables & test PA.
4. Make sure band knows to use the side door for loading/unloading, and to not clutter the inside tables with their equipment or cases.
5. Disconnect & return speaker cables to venue in original bag after the jam.

C. Audiovisual Setup

1. Bring camera & take pics for archive
2. Set up and monitor audio recording equipment
3. Tear down equipment after jam.
4. Forward all A/V recordings & images to FJC Archivist after the jam.

D. Jam Operations

1. Welcome audience to the monthly FJC jazz jam
2. Notify audience of the location and distinction between the jam sign-up sheet and the FJC sign-up sheet.
3. Introduce the band
4. Help with guest musician rotation.
5. Talk to audience members, & especially guest musicians, on a one-to-one basis, to get them to join the FJC and its committees.
6. During a break, remind the audience of the sign-up sheets, and the purpose & goals of the FJC.
7. At end of jam, thank audience and host band, and remind them of the date of the next jam.
8. Pay the band
9. Collect payment from the venue, and forward it to the FJC Treasurer.