

FJC Program & Logistics Prospective Event Planning Short Checklist

Give this Event a Name: _____

Directions: (1) Any FJC member or friend uses this form, (2) to trigger a fairly thorough discussion of a potential FJC Event with some outside party, (3) where that party desires some form or aspect of "jazz", (4) and the presence of FJC or service of FJC or performance by FJC, (5) and then to perform initial, raw vetting of that party's seriousness and understanding and capability, (6) before bringing all this to the attention of the FJC Directors, (7) so that the Directors can choose to "go" or "not go" in further pursuit of some event, (8) and then assign FJC designees do a more "formal" collection and "nail down" and execution of this same event description and checklist content.

Host / Client / Venue. _____

Brought to FJC Attention by: _____

How Does FJC Fit

- Is this an FJC Initiated event? (at some third-party's facility) A third-party event where FJC is the featured guest?
- A third-party event where FJC is one of many participants? A farmed-out event, FJC supplies a band to a third-party?
- FJC is merely present. FJC has a table or booth. Amongst other parties with tables / booths.
- FJC speaks to an attentive audience. FJC speaks to people passing by.
- FJC provides a live band for background music FJC provides a band and a program of some sort

Host / Client / Venue Ownership

- Who owns? Who controls program? Who controls logistics? Names of decision-makers. Contact info. Notable third-parties.

Event Date(s) and Time(s)

- Publicly advertised. Load-in/set-up. Sound-check. Public Duration of entire event. FJC present through entire event?
- FJC performs through the entire event? Portions of the event? Multiple portions? Performance Start/Stop times.

Load-In/Load-Out and Tech Support

- Load In/Out. Parking. Doorways, Stairs, Paths. Load-in and Set-up timing. Who unlocks doors?
- Sound check timing Who runs sound? Who runs lights? Who supplies tech crew? Sound guy?

Performance Space

- Inside. Outside. Location in Facility.
- Size. Shape. Power. Outlets. Lights. Tables. Chairs. Walls / Displays / Tape & Tacks Address / Directions / Location

House Gear

- Sound Board / Amp / Mixer. Microphones. Speakers. Cables. Podium. Mic Stands. Lighting
- Laptop. Projector. Screen. Pointer. Cables. Audio. Sound tech personnel.

The Program Itself

- What does the host want? Does the host know what it wants?
- FJC is merely present. FJC speaks. FJC plays. FJC speaks and plays. FJC sends a third-party band
- FJC speaks to an attentive audience. To a wandering audience passing by.
- FJC has a table or booth. We are the only table. We are one table amongst several.

More Characteristics.

- History of Jazz, Lots of Talking What to Listen for in Jazz, Lots of Talking Just Play Music, Little Talk
- Just Play Music, Zero Talk We provide a commercial performer band, not FJC per se

Audience

- Attentive, Captive Milling About Old Youth Families / children Proletariat Bourgeois

Some Rules

- FJC may collect cash FJC may sign up members FJC may distribute literature FJC may promote pro musicians FJC may promote self

Money

- No money. FJC pays. The host/venue donates to FJC. In return for... Money to FJC, then to musicians Need pro musicians

Promotions, Plugs, Mentions

- Fundraiser w Cause Theme/Topic/Cause Specific persons Upcoming events

FJC Directors Required

- Chairman Vice-Chair Program Director Treasurer/Finance Logistics other

FJC Crew Required

- Cash Box Keeper Big Box of Paper Stuff Speakers / M.C. Trash Collectors Bring the sound system
- Set up sound system Bring the laptop Bring the slide show Flip the slides Run sound
- Bring the light system Set up lights Run the lights Bring microphones and cables Mic stands
- Bring a drum kit Bring keyboards Bring guitar amp Bring keyboard amp Bring bass amp
- Drink Food Sit at a Table Stand at a door Walk around Schills/Plants
- Bring tables, chairs, tents Set up tables, chairs, tents

Required Musicians

- Male Vocalists. Female Vocalists. Guitars. Keyboards. Alto Sax. Tenor Sax. Soprano Sax. Bari Saxophones.
- Clarinet. Other reeds. Flute. Trumpets. Trombone. Tuba, low brass. Drum Kit. Congas / Timbales.
- Banjo. Aux Percussion Auxillary. Bass Upright Bass Electric Full big band