External Event

Pre-Event Checklist

☐	Contract Signed
☐	Security Deposit Payed
☐	Final Payment Payed
☐	Insurance Paperwork Turned In - Broadway Exchange LLC & AP Consulting LA named as “Additionally Insured”
☐	Site Plan Created
☐	Run of Show Turned In
☐	Fire Permits Received
☐	Building and Safety Permits Received
☐	During Event Cleaning Booked < 50 - 2 < 150 - 3 < 250 - 4
☐	Post Event Cleaning Booked
☐	Security Team Booked
☐	~~Polite in Public Booth Booked~~
☐	~~Dumpsters Ordered~~
☐	Sound Coordinated with Ian Burney
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