

Checklist: Event Planning - Ain't too proud to beg

Review this list to make sure you receive the best possible evaluation outcome for your work. If you have question as your teacher.

	Did I remember to...	Did I Remember?
1	Open your letter with your name and the name of your festival?	
2	State why you are writing them a letter?	
3	Tell them why the festival would be beneficial to them?	
4	Tell them how much you can pay them?	
5	Tell them the date, time, and location of your show and their time to go on stage?	
6	Tell them that you are looking forward to hearing back from the ASAP?	
7	Sign and date the letter	
8	Submit the letter to your teacher who will act as the agent and send you back to rewrite or give you permission to move ahead with your event?	
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