**Talent Show Meeting**

**cHECKLIST FOR EVENT**

Clear Talent Show dates with management

Send out permission slips for student participation

Notify participants that auditions will be held after hours

Ask for parent volunteers

Screen all songs to make sure they are appropriate

Reserve hall 3 months in advance

Order chairs TWO months in advance for audience

Check out sound system and microphones

Decorate stage

Print Talent Show programmes

**Event Details**

Date 26 October 20xx

Venue Pasco Hall

Time 5 pm – 10 pm

Entrance Fee R1OO per a person