



audiences unlimited

connecting special audiences with the arts

1005 W. Rudisill Boulevard, Suite 304, Fort Wayne IN 46807

260.424.1064 • **AudiencesUnlimited.org**

AUI PERFORMANCE CHECKLIST

Please complete this checklist the day of an AUI program

- Appropriate staff notified of program start time and location in facility
- Equipment cart is located at appropriate entrance for performer equipment
- Performance area is clear
- Needed equipment or piano is in position
- Armless chairs are accessible
- Audience is in place at start of event
- Artist or Group is introduced by staff at start of event
 - "We are happy to have music provided by Audiences Unlimited and would like to introduce _____ (Insert artist/group name) _____."
- Artist or group is thanked at the end of the program
 - "Thank you to _____ (Insert artist/group name) _____ for performing and thanks to Audiences Unlimited for providing this program."
- Appropriate staff completes online AUI Program Evaluation as soon as possible following the program