

## CHECKLIST FOR ARTISTS AND EVENT ORGANISERS

### Clarifications before a performance

- Making a contract or agreement: it helps to clarify things in advance
- Site visit in advance
- Discuss announcement and publicity
- Date for setting up
- Time frame for preparation in the room
- Room for dressing up, to prepare and relax as required
- Theft-proof room for valuables
- Caretaker / reference person
- Shower / water supply
- Cleaning material – help with cleaning up on demand
- Lighting situation
- Acoustic situation
- Audience situation
- Safety arrangements: fire hazard, space restrictions, permits
- Insurance: accident / liability insurance
- Social security deductions for non-self-employed persons
- Accommodation as required
- Ideal: reflective format in retrospect

### Clarifying documentation

- Who documents
- How is documented: photography, video, audio, text, e.g. eyewitness reports, drawing
- Clarify image rights
- Schedule time frame for agreement between performer and documentarist