

FESTIVAL HANDBOOK

FESTIVAL PREPARATION CHECKLIST

DONE?

January 31	Returning Artist's final booth payment due	_____
February 11, Sun	Jury Day 7:30am at the Boys & Girls Club	_____
	Returning Artists Forms Due: Sales Booth Phone Form	_____
	Badge Request Form	_____
	Work Shift Forms	_____
	Web/Portfolio Form	_____
	Social Media Form	_____
March 13, Tues	New Member's Meeting 6pm at the LAAF grounds.	_____
March 13	New Member's dues and first booth payment due	_____
	New Member's Forms due: Intent and Waivers	_____
	Web/Portfolio Form	_____
	Sales Booth Phone Form	_____
	Badge Request Form	_____
	Social Media Form	_____
March 31	New Member's Second Booth Payment due	_____
	Apply for/renew Laguna Beach business license	_____
	Apply for/renew CA Resale License	_____
April 1	New Member's Forms due: Work Shift Forms	_____
April 12	All Artists Forms due: Barcode Request Form	_____
April 30	New Member's third booth payment due	_____
May 15, Tues	Mandatory Membership Meeting 5pm @ LAAF Grounds	_____
May 31	New Artist's final booth payments due	_____
	Copies of business license and resale license due to office	_____
June 9	Volunteer day: Painting, Cleaning, etc. (9am-3pm)	_____
	Send out invitations for Preview Night	_____
June 16-22	Artists paint and prepare booths 8am Sat 16th – 12pm Fri 22nd	_____
June 23-25	Artists hang artwork 8am Sat 23rd - 5pm Mon 25th	_____
June 23, Sat	Attend work shift Training Day (details to be determined)	_____
June 26, Tues	Grounds closed TO ALL , all day for various inspections	_____
June 27, Weds	Preview Night!	_____
August 19, Sun	Mandatory Membership Meeting – election day (8:30-10am)	_____
August 24, Fri	Bonus Points Checklist due – Put in Edith Dworak's box	_____
September 1, Sat	Closing Weekend Party	_____
September 2, Sun	Closing Day – Gates close at 6pm, take down begins 6:30pm	_____