Open for Dancing To Do List

1. Identify your scope
   a. What qualities of your organization do you want to highlight?
   b. How many sites can you handle?
   c. How many artists?
   d. What time of year would be best?
   e. What community are you looking to engage? Audience/participants

2. Look for partners
   a. Sites
   b. Participant sources – schools, universities, yoga/pilates groups, studios
   c. Community partners – your back up singers

3. Budgets
   a. How much can you pay artists?
   b. Who will produce? Do you need paid staff?
   c. How much can you charge participants/audience?
   d. What other funding sources can you find?

4. Identify artists
   a. In house/local or bring in out of town
   b. Collaborating artists
   c. Festival activities – yoga/pilates/tai chi/master classes? Other partners?

5. Identify sites
   a. Access?
   b. Security?
   c. Dancer support – port-a-johns, “green room,” parking

6. Volunteers
   a. Choreographers assistants
   b. Production assistance/site needs
   c. “front of house”

7. Communications
   a. Press & publicity; marketing plan
   b. Recruitment of participants
   c. Community partners – word of mouth networks
   d. Internal – sites, artists
   e. Internal – with artists, identifying their needs, keeping in touch about their projects.