

Mezmo Comedy Hypnosis Show - Marketing & Hosting Schedule

Task	Person Responsible	Actioned?	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8
Book the Show		☒ Chec								
Organize a Committee		☐ Chec								
Source the Venue		☒ Chec								
Organise ticketing		☐ Chec								
Marketing		☐ Chec								
Word of mouth		☒ Chec								
Poster & flier distribution		☐ Chec								
Email signature		☐ Chec								
Social Media		☐ Chec								
Facebook page		☐ Chec								
Newsletter article		☐ Chec								
Email bulletins		☐ Chec								
Local Media		☐ Chec								
Press		☐ Chec								
Radio		☐ Chec								
TV		☐ Chec								
Hosting the Event		☐ Chec								
Tech Staff - Light & Sound		☐ Chec								
Auditorium Setup		☐ Chec								
Stage Setup		☐ Chec								
On Stage Personel		☐ Chec								
Front of House		☐ Chec								
Other		☐ Chec								
Other		☐ Chec								

Show Week