

# Contest & Festival Checklist

## BEFORE THE EVENT

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Time: \_\_\_\_\_

Arrival Time: \_\_\_\_\_ Arrival Location: \_\_\_\_\_

Pickup Time: \_\_\_\_\_ Pickup Location: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Notes/Instructions: \_\_\_\_\_

Return required forms to: \_\_\_\_\_ by \_\_\_\_\_

Concert Attire: \_\_\_\_\_  
*(Ironed and dry cleaned if necessary. Correct color socks!)*

## DAY OF THE EVENT

### Essentials:

Music in dedicated folders	Water, snacks
Pencil	Gloves to keep hands warm (if applicable)
Tuner	Sunscreen (if applicable)
Tissues, safety pins	

### Woodwinds:

Extra Reeds	Drum Key
Mouthpiece	Pitch Pipe / Tuning Fork
Ligatures	Sticks / Mallets
Cork Grease	Duct Tape

### Brass:

Valve / Slide Oil	Extra Strings
Mutes	Cello / Bass Stops
	Rosin

### Percussion:

Drum Key  
 Pitch Pipe / Tuning Fork  
 Sticks / Mallets  
 Duct Tape

### Strings:

Extra Strings  
 Cello / Bass Stops  
 Rosin

## IF TRAVELING

### Clothing

Concert Attire (incl. socks & shoes)  
 Clothing for each day  
 Sleepwear  
 Appropriate weight coat  
 Hat & Gloves (if applicable)

### Other Travel Essentials

Passport / ID  
 Emergency Contact Info  
 Medication  
 Spending money  
 Toiletries  
 Band-aids, safety pins, etc.  
 Phone Charger

*Don't forget luggage tags with contact info for all your bags.*

*Be sure to have extras on-hand!  
 All these, and more, are available at [jwpepper.com/accessories](http://jwpepper.com/accessories)*