

# Perception Box Night, printable checklists

Date: \_\_\_\_\_

Host: \_\_\_\_\_

Doors: \_\_\_\_\_

## Weeks before

- ☐ Lock the date and time on the calendar
- ☐ Confirm meditation guide
- ☐ Confirm sound practitioner
- ☐ Confirm chef and menu
- ☐ Confirm movement coach (if any)
- ☐ Build and duplicate the event listing
- ☐ Set host and co-host

## The invite waves

- ☐ Round one blast (about a week out)
- ☐ Round two blast
- ☐ Day-before blast to the rest

## Design the circle

- ☐ Set the night's intention
- ☐ Curate five to six questions from the Question Library
- ☐ Theme the stations to the intention
- ☐ Hand the final list to front of house
- ☐ Load the wall, or print copies

## After the last question

- ☐ Walk guests out warmly
- ☐ Mats back and stored
- ☐ Surfaces sanitized
- ☐ Outdoor area broken down

## Day of, 3 to 4 hours before

- ☐ Cover all surfaces
- ☐ Low-frequency music on
- ☐ Calm visuals on screens, candles in bathrooms
- ☐ Clean movement and shower areas
- ☐ Towels set (five a side on plunge nights)
- ☐ Sauna on by 5:00 PM, oil checked
- ☐ Plunge temperature set
- ☐ Propane and heaters checked
- ☐ Cushions and mats staged
- ☐ Kitchen prepped for the chef
- ☐ Check in with off-site staff
- ☐ Walk the full run-of-show as a team

## Audio and vision

- ☐ Speakers placed and tested
- ☐ Keyboard and mixer patched
- ☐ Vocal mics ready (two for the circle)
- ☐ Room mics for capture (if recording)
- ☐ Cameras set, about two hours before
- ☐ Lights dimmed to blue and neutral
- ☐ Wall visual loaded (logo, then questions)

- ☐ Food put away
- ☐ Equipment broken down last
- ☐ Guides pack their own instruments
- ☐ Final clean