

Resource Spotlight

Best practices, tools, or resources

3 CATEGORIES OF LEVITT ARTISTS



3 TYPES OF LEVITT EVENTS



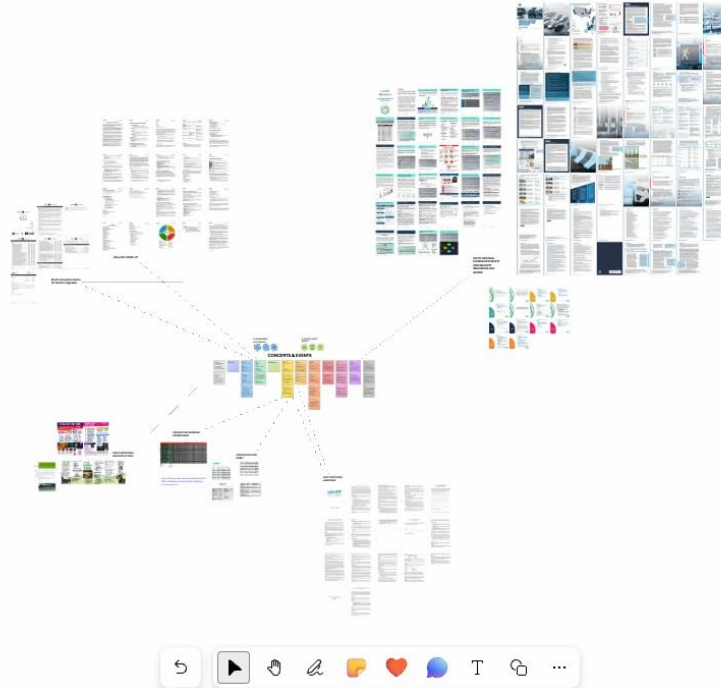
CONCERTS & EVENTS

Microsoft Office / Whiteboard

Levitt Arlington - Team Brainstorming and Planning



This app is able to elevates us from our more **LIMITED** physical whiteboarding sessions; to a more efficient, collaborative, and **LIMITLESS** digital whiteboard.

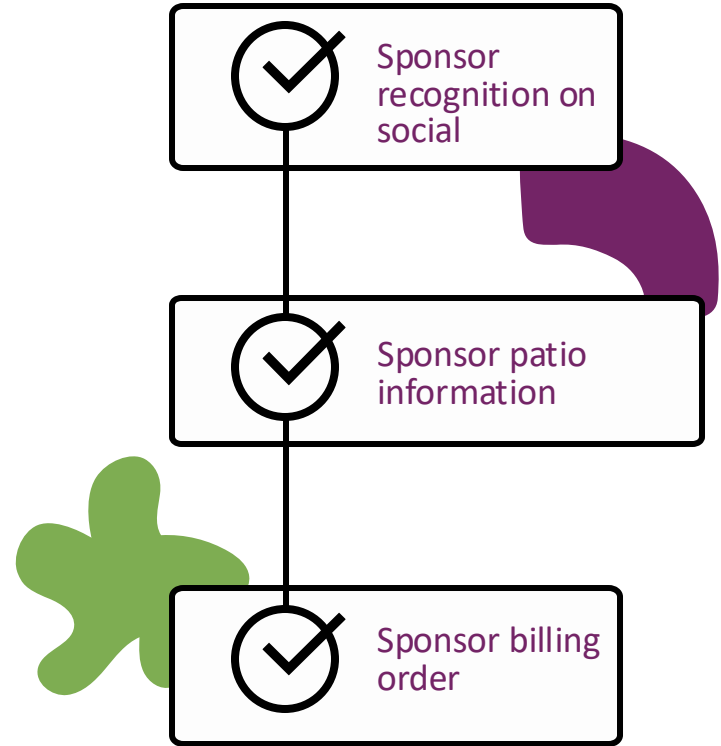


Helping us to better see the **BIGGER PICTURE** as a team!

Delivering Sponsor Benefits

Multiple sponsors on a concert with multiple sponsor levels can cause chaos if not managed effectively.

At Levitt Dayton, we use OneNote to house night-of information to ensure anyone on the team can quickly find the information they need, whether they are on the lawn or at their desk.



OneNote for Windows 10

Phil Hoffheimer

Home Insert Draw View Help

Calibri 11 B I U

Heading 1

Phil @ Friends of Levitt Pavilion Dayton

Season 25

7/11 - Yam Yam

7/12 - Davina and the Vagab...

7/17 - Chuck Prophet O: Sim...

7/18 -

7/19 - Campers - DuPont Bra...

7/26 - Amplified Gospelfest - ...

7/31 - Ace Monroe

8/1 - Blueprint O: Safe Money

8/2 - Art in the City - Cham...

8/7 -

8/8 - Ashes & Arrows

8/9 - Indigenous

8/14 - Loudon Wainwright III

8/15 - Incendio

8/16 - Eilen Jewel O: Basura(...

8/21 - System Ali

8/22 - Reverend Peyton's Big...

8/23 - Lemon Bucket Orchestra

+ Add section

+ Add page

8/2 - Art in the City - Chambers DesLauriers

Tuesday, October 15, 2024 10:46 AM

Rock/Blues

Large Patio:

Small Patio:

Billing:

Partnership Park:

Other:



• PARTNER AGREEMENT

• PARTNERSHIP EXPECTATIONS ADDENDUM

• MARKETING SUMMARY

PARTNER PREPARATION

GETTING AND STAYING ON THE SAME PAGE

Community Partner Agreement

This license agreement ("Agreement") is entered into as of **January 2, 2025** by and between Friends of Levitt Pavilion Denver ("Levitt"), with a business address of 1380 W Florida Avenue, Denver CO 80223 and **Wondersmith Entertainment** ("Partner"), with a business address of **138 N. Beaudry Avenue #407, Los Angeles, CA 90012**. For and in consideration of the mutual covenants and agreements contained herein, the parties hereby agree as follows:

1. **Purpose and Use Period.** Levitt and Partner agree to use the venue known as Levitt Pavilion located in Denver, CO (the "Venue") for the purpose of holding a FREE live entertainment event on **August 23, 2025** ("Event") for the event professionally known as **Passing the Crown**. The Headline Artist and any support artists may be collectively referred to herein as the "Artists" and will be determined by the Partner. Access to Venue will begin on **August 23, 2025** for load-in at approx **10:00 AM** and end at approx **1:00 PM** following the completion of load-out ("Use Period"). The event will be promoted as part of Levitt's Free Concert Season.
 - a. **Event Expenses**
 - i. Except as otherwise provided herein and if applicable, Levitt is responsible for the following expenses:
 - Standard staffing of the venue including bar staff, site crew (not to exceed five people), basic security, and basic production crew (A1, A2, LD, Video Crew and up to four stage hands)
 - All standard admat created & marketing unless otherwise agreed upon
 - Bar/Alcohol product cost
 - Basic Production costs including but not limited to lighting, sound, hazers, etc.
 - Basic hospitality
 - In house backline
 - ii. Except as otherwise provided herein and if applicable, Partner is responsible for the following expenses:
 - All artists fees and expenses including travel, additional hospitality, additional backline, lodging and transportation
 - Additional marketing expenses
 - Additional production equipment not in house
 - Additional staffing as needed beyond stated limits
 - iii. **Limits**
 - Production crew not to exceed **\$3500** in labor
 - Site crew not to exceed **\$1500** in labor

LEVITT PAVILION

Event Name: Passing the Crown

Artist: PSODY

Support: PENDING

Series: Levitt Free Series

Show Date: 8/23/2025

Announce Date: 3/25/25

On-sale Date: 3/25/25

Marketing Contacts

Director of Audience: [Jessi Whitten](#)

Communications Manager: [Helen Gover](#)

Ticketing URL:

<https://tickets.venuepilot.com/e/passing-the-crown-2025-08-23-levitt-pavilion-denver-785b71>

Sales Count URL:

<https://www.venuepilot.com/events/report/VQ4wyRX3ByG243q5mD0M#/>

Partner Organization(s):

[Wondersmith Entertainment](#) (any additional?)

Localized Admat: PENDING

Group Announcement Admat: PENDING

Levitt Accounts

Facebook: [@LevittPavilionDenver](#)

Instagram: [@levitt_denver](#)

Bluesky: [@levittdenver.bsky.social](#)

Partner Accounts

Facebook: [@Wordsmith Entertainment](#)

Instagram: [@wondersmithbent](#)

Bluesky: N/A

LEVITT META BUSINESS ID: 592736851197309

DIGITAL MARKETING

- Digital media strategy to include paid social advertising which will run through the on-sale and closing campaigns:
 - Social Media Ads - Facebook and Instagram
 - Prospecting / Engagement - Finding new fans interested in the artist
 - Genre targeting
 - Conversion / Traffic - Finding high intent fans interested in purchasing tickets
 - Email list retargeting
 - Event RSVP retargeting

ORGANIC ADVERTISING:

- Inclusions in overall email blast(s) to all subscribers (71,000)
- Personalized e-blast to relevant past buyers
- Announce and on-sale posted on venue social channels (IG, FB)
- Facebook Event to be created with pertinent show information, artist added as co-host
- Posted on Venue website: [LevittDenver.org](#)
- General social media content (please provide any special content - videos, press updates)
- Request for Presents sent out to Media List (note any preferred presenters or if neutral preferred)

LINK

Levitt Pavilion SteelStacks – Bethlehem, PA



(Formstack.com)

Online platform used internally and externally to collect digital forms, documents, and information.

External use:

- Collect performer submissions (Artists interested in performing at our venue.)
 - Band name, Genre, Hometown, Fee, EPK, etc.
- Collect visual artist submissions for poster artist competition
- Next Gen Live school band submissions

Internal use:

- Marketing materials and performer information distribution

A screenshot of the Formstack web interface. The top navigation bar includes 'forms', 'Home', 'Forms', and 'Portals'. The left sidebar shows 'Your Folders' with options like 'Uncategorized Folder', 'Performing Arts' (selected), 'Archived Forms', and 'Deleted Forms'. The main content area is titled 'Performing Arts' and shows a list of forms with their submission counts. The forms listed are: 'Lehigh Valley PEEPS* Diorama Voting 2024' (1402 total), 'Levitt Pavilion SteelStacks - Call for Artists 2025' (8 total), 'Next Gen Live Submissions' (6 total), 'Friends of Levitt Registration - hozy cosmic jive Jan. 3' (62 total), '2024 - Lehigh Valley PEEPS* Scholastic Diorama Competition Registration Form' (10 total), 'PEEPSFEST Diorama Competition 2024' (6 total), and '2024 - Lehigh Valley PEEPS* Diorama Photo Submission' (68 total). Each form entry includes a checkbox, a title, a creation date, the creator's name, and a status bar with 'Expire', 'Used', and 'Total' counts.



Tell us about your form

FORM NAME
New Formstack Form

FORM URL
https://test.formstack.com/forms/new_formstack_form

SAVE TO FOLDER
Performing Arts

Go back Start with blank Form Start with a template

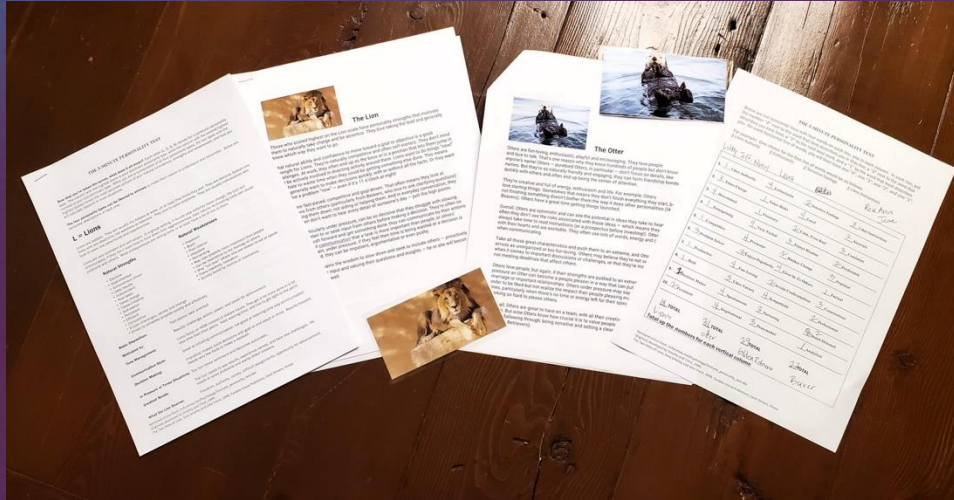
Submissions 2434 submissions					
Partial submissions 0 submissions					
Charts					
Scheduled exports					
All submissions					
Filtered by: All submissions					
9 of 2434 selected					
Mark as Export Delete					
Table settings					
<input type="checkbox"/>	Performer/Group Name	Genre	Average fee range	Home City/ State/ Country	Date submitted
<input type="checkbox"/>	Ronnie	American/Country/Rock	\$0.00 and hour	Easton	2020-03-21 15:32
<input type="checkbox"/>	Am	Classical/ contemporary piano	\$300 - \$60	Allentown, PA, USA	2020-03-21 09:59:40
<input type="checkbox"/>	Fully	Top 40s Cover	\$800 - 1000	Somerset NJ, USA	2020-03-20 17:39:48
<input type="checkbox"/>	Hopkins	American (country, classic rock, blues, bluegrass, folk)	\$100 - \$400	Oriskany NY, USA	2020-03-20 12:40:35
<input type="checkbox"/>	Electric	Rock	\$300 - 1000	PA	2020-03-19 16:30:01
<input type="checkbox"/>	Mr. P	R&B, Soul, Pop	\$1000 - \$1000	Waukegan/PA, USA	2020-03-18 08:41:58
<input type="checkbox"/>	Tribe	Tribe	\$2000 - \$3000	Waukegan/PA, USA	2020-03-18 03:16:14
<input type="checkbox"/>	Home	Original Indie Pop	\$300 - \$600	Philadelphia, PA	2020-03-18 23:52:03
<input type="checkbox"/>	Rock	Rock	400	STONEMANTONVILLE	2020-03-18 13:52:46
<input type="checkbox"/>	Charles	Solo guitar	125	STONEMANTONVILLE	2020-03-18 13:45:09
<input type="checkbox"/>	All	Rock	N/A	Stonemant, PA, USA	2020-03-18 13:50:18

• Creating New Forms/Surveys

- Form Name, URL Creation
- Question fields are then added and removed
 - Name, Email, Open Ended
 - Mandatory Fields
- Complete and Post

• Utilization

- Once submissions are received info can be filtered, exported, and is accessible to any staff with a login.



The 5-Minute Personality Test

A fun and easy way to help co-workers understand communication styles.



The Community Snack Drawer
Best way to survive the winter
months