

Keep Track of Your Booking Information

When your booking is confirmed and signed by both parties, you want to keep a good record of everything necessary. This is called a Booking Advance Sheet. In this document, you can find all the information about the event, travels, accommodation, schedule, venue, merchandise, promoter, agreement, marketing, tickets info and links and about you. This guides you through your booking. When you are a subscriber of the VIP plan, your manager will hand you over the Booking Advance Sheet a week before your show. In the attachment at the bottom of this chapter, you can find an example Booking Advance Sheet. When your performance is done, we recommend writing notes about the show; how was the atmosphere? How did the staff treat you? This information can become handy when considering coming back to this venue. Make sure you save all these files in a folder on your computer.

Basic Information

Stage	
Capacity	
Event Website	
Ticket Link	
Navigation Street	
Building Number	
Postalcode	
City	
Country	
Parking Notes	
Load In Notes	
Route Notes	
Distance Parking To Stage	

Contacts

Artist Handler	Name, Phone Number and Email
Stage Manager	Name, Phone Number and Email

Production Manager	Name, Phone Number and Email
Technical Director	Name, Phone Number and Email
Audio FOH	Name, Phone Number and Email
Light FOH	Name, Phone Number and Email
Tourmanager	Name, Phone Number and Email
Promotor	Name, Phone Number and Email
Supplier Light	Name, Phone Number and Email
Supplier Audio	Name, Phone Number and Email
Supplier Video	Name, Phone Number and Email
Supplier Backline	Name, Phone Number and Email
Contact Monitor Stage	Name, Phone Number and Email
Contact Video	Name, Phone Number and Email
Contact Marketing	Name, Phone Number and Email
Contact Driver	Name, Phone Number and Email

Documents

Parking Permit	Not Recieved / Recived in Mail / Email
Rider	Rider Sent / Rider Retour / Rider Confimred
Hospitality Rider	Hospitality Rider Sent / Hospitality Rider Retour / Hospitality Rider Confimred
Backline	

Time Schedule

00:00:00	Title
	Departure
	Load In
	Sound Check
	Doors Open
	Change Over
	Start Set

	End Set
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Setlist

1	Artist - Song Title

Additional Information

Timetable	
Remarks	
Catering	
Technical Information	
Dressing Room	
Audio	
Dresscode	
Light	
Merchandise	
Video	
Visa	
Backline	
Invoice Info	
SFX	
Press	
Set Recoding	
Covid-19 Protocol	
Security	