# EVENTINI

ENTERTAINMENT



# PROVIDER ONBOARIDNG MANUAL

# EVENTINI

6:37

**What type of entertainer are you?**

Select all that apply

| | |
|---|---|
| DJ | Musician |
| Band | Singer/Vocalist |
| Magician | Comedian |
| Dancer | Clown |
| Emcee/MC | Other |

Continue

# WHAT TYPE OF ENTERTAINER ARE YOU?

Choose the categories that best describe your act so hosts can find you for the right events. You can create separate listings for different packages—for example, wedding DJ services with different pricing than bar or club events.

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## Where will you perform?

DJ

📍 Enter your city

Next
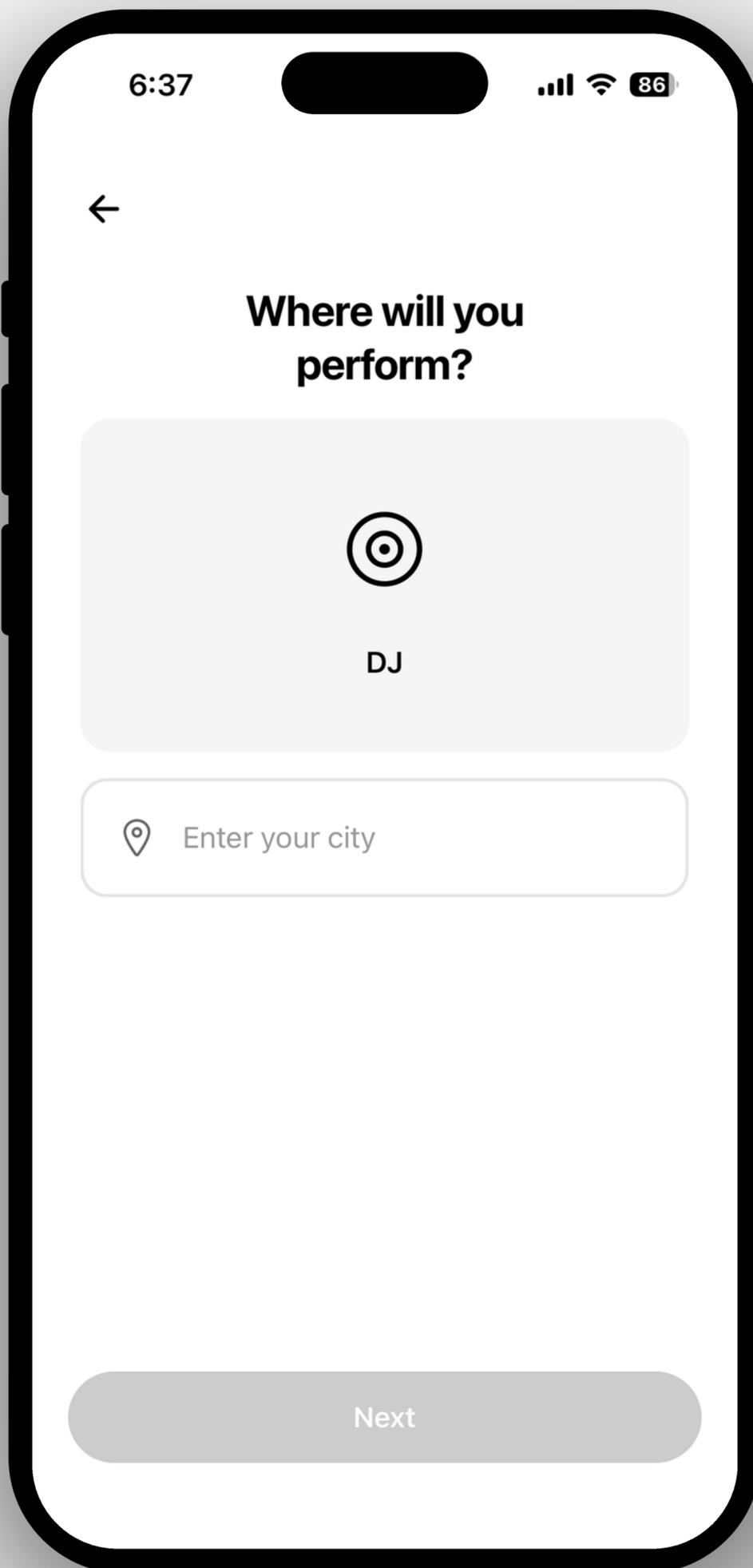
# WHERE WILL YOU PERFORM?

Tell us where you're based so hosts can book you with confidence. Enter your primary city — travel details can be added later.

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## Add cover photo and stage name

Upload a photo that represents your act

### Add Cover Photo
Tap to upload

**Stage Name / Act Name**

Enter your stage name

50 characters remaining

Next
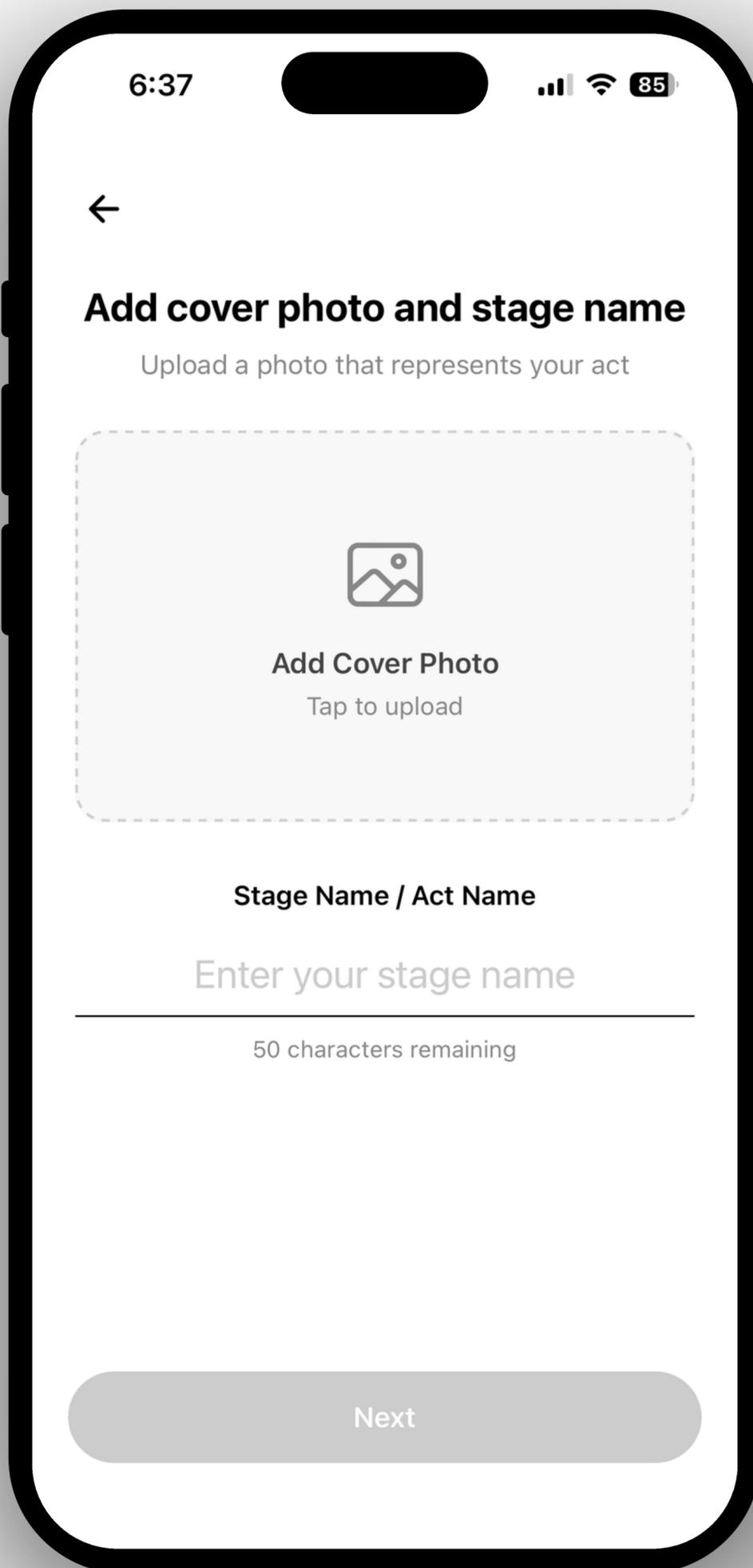
## ADD COVER PHOTO AND STAGE NAME

Upload a photo that represents your act and enter your stage or act name. This is what hosts see first when viewing your profile.

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## Add photos & videos that showcase your talent

Add at least 3 photos or videos.

Tap to add photos or videos

Add
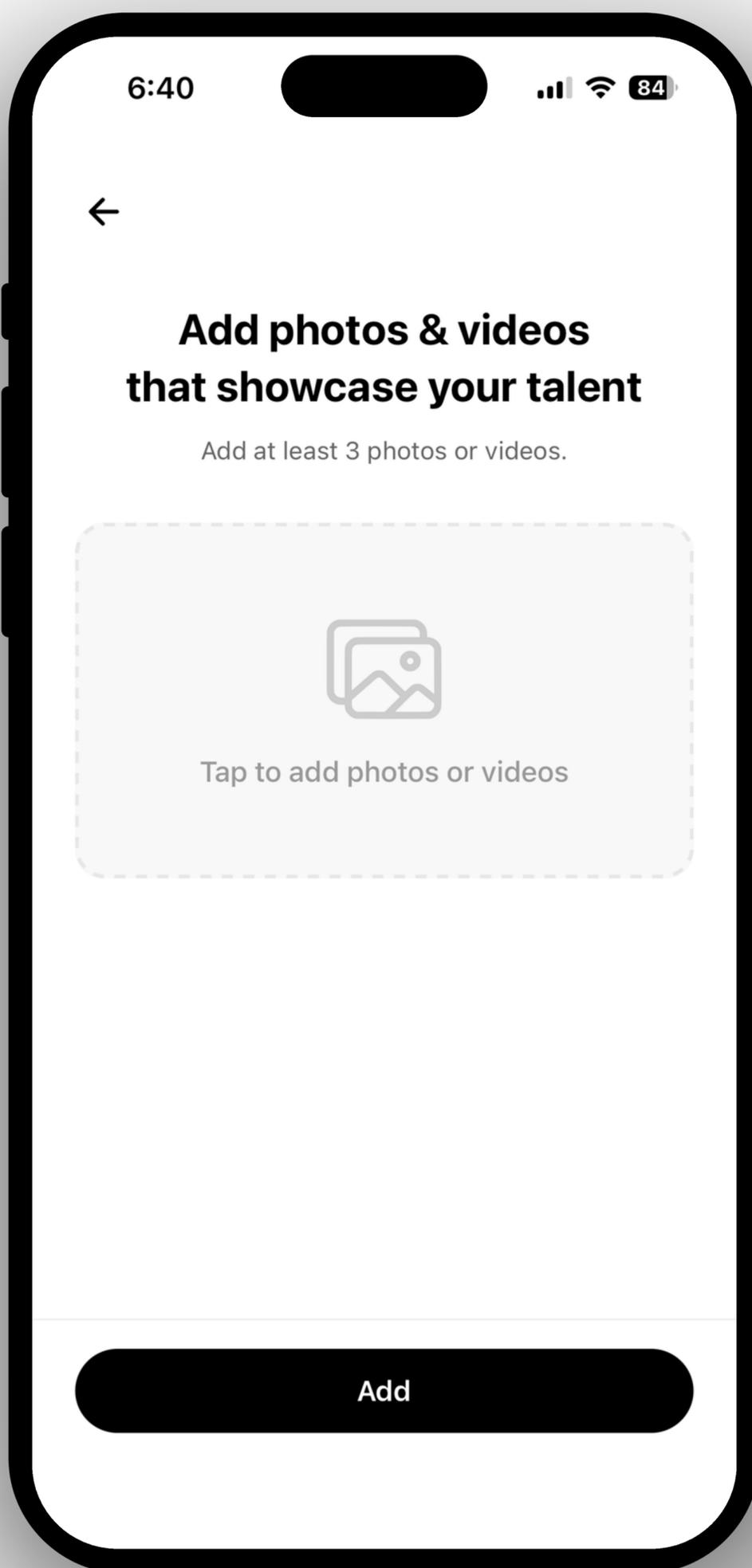
# ADD PHOTOS & VIDEOS THAT SHOWCASE YOUR TALENT

Upload at least 3 photos or videos that highlight your performance, setup, or crowd interaction. Start with photos first, then add videos. Allow a moment for each upload to fully load—strong visuals help you get booked faster.

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## Share your music

Upload audio samples so clients can hear your sound.
Add up to 5 tracks (optional).

♫

### Add Audio Samples

MP3, WAV, or other audio files

ⓘ Audio samples help clients understand your style and sound. This step is optional but highly recommended.

**Add Audio**

Skip for now
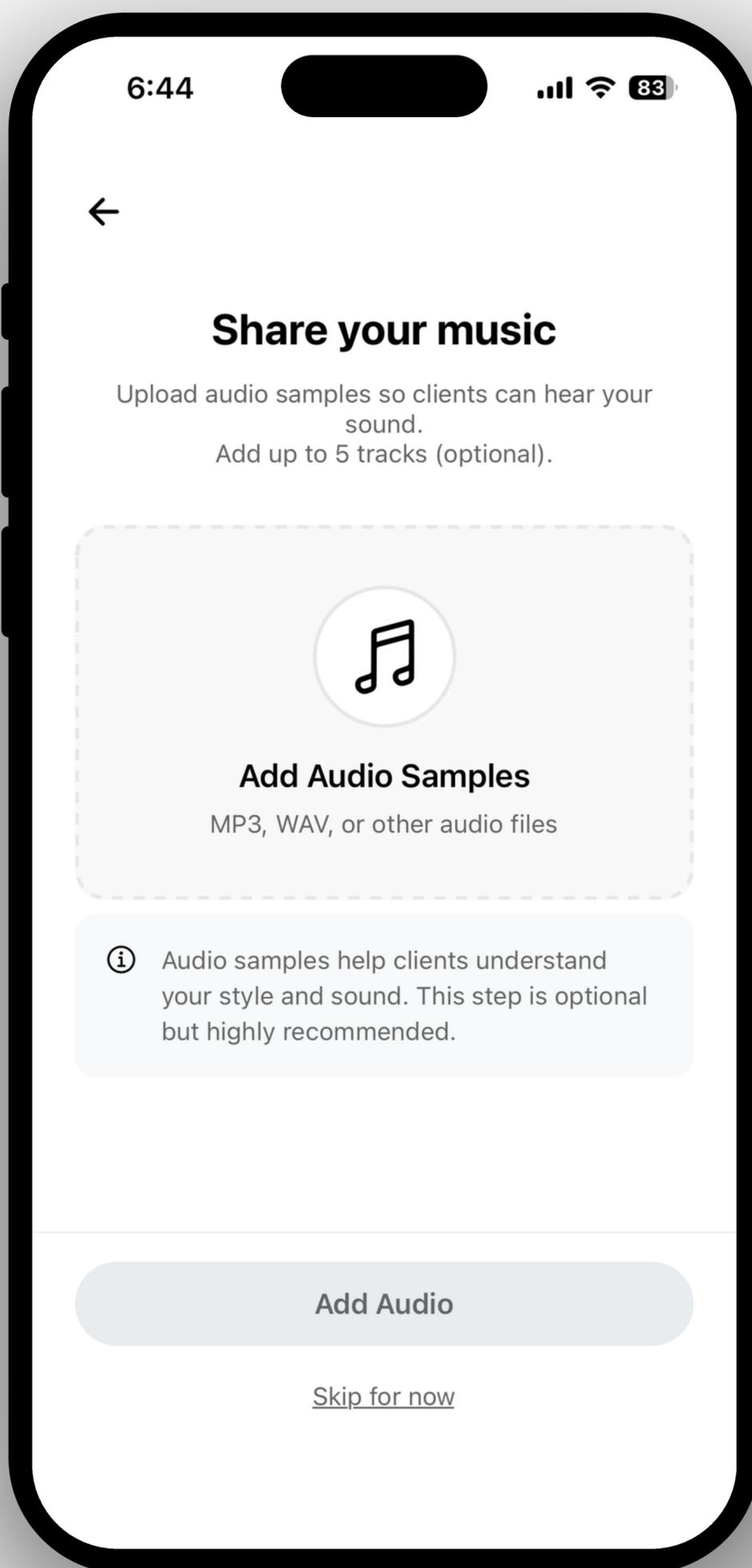
# SHARE YOUR MUSIC (OPTIONAL)

Upload audio samples so clients can hear your sound. This step is optional but highly recommended to stand out.

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## Performance Details

Tell us about your performances

+ **Years Performing**
Add your experience level   >

+ **Typical Set Duration**
Add your set duration   >

+ **Setup Time Required**
Add your setup time   >

+ **Sound/Amplification**
Add your sound setup   >

+ **Music Genres**
Add your music genres   >

Next

# PERFORMANCE DETAILS

Share key details about your experience and setup so hosts know what to expect and events run smoothly. Include how many years you've been performing, your typical set duration, setup time required, sound or amplification needs, and the music genres you play. Clear details lead to better matches and smoother bookings.

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3:58

## Add your online profiles

To help us confirm your skills, add links to your reviews, any press you've received, and your website. Guests won't see these.

Skip                          Add
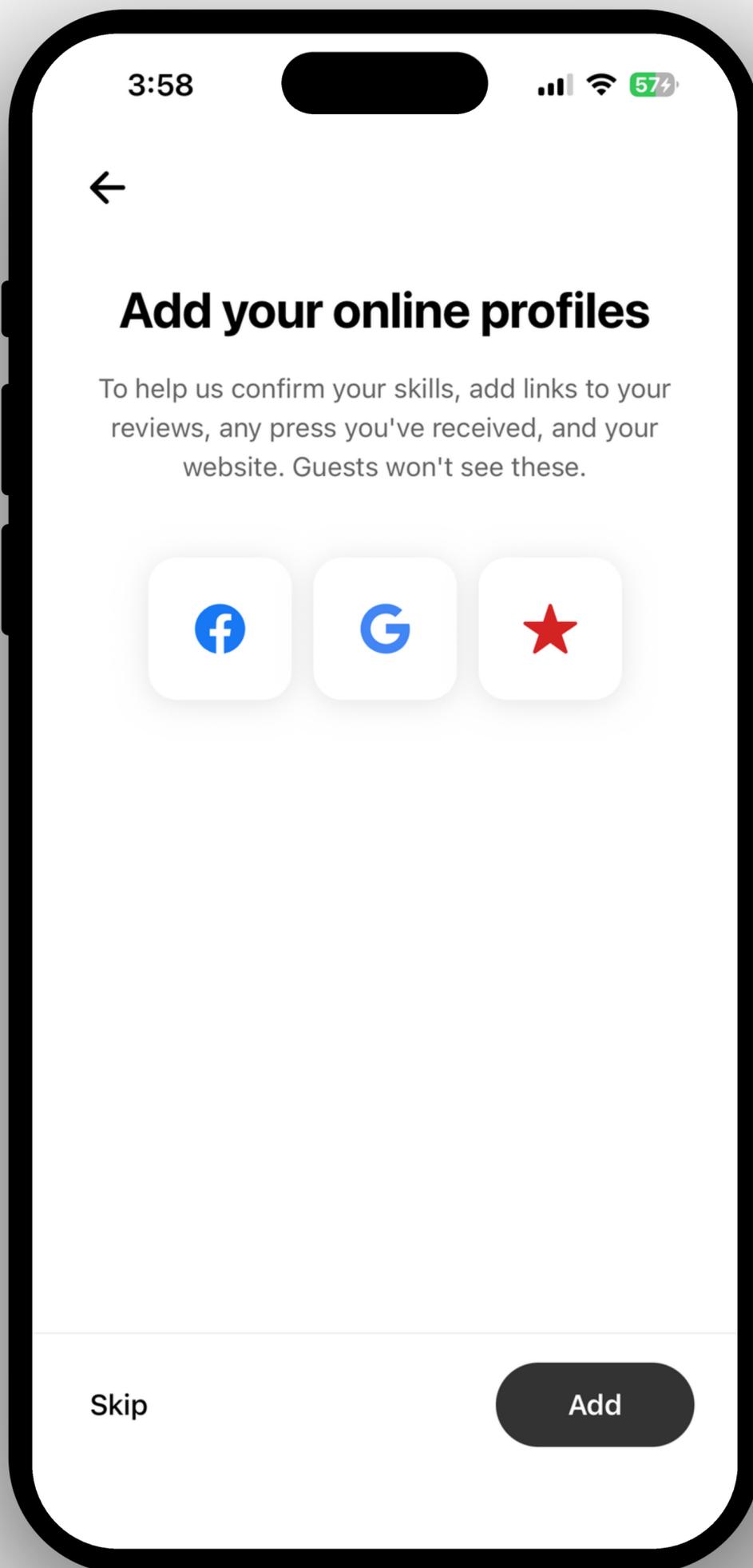
## ADD YOUR ONLINE PROFILES

Optionally link your website, reviews, or press coverage to help us verify your business. Guests won't see these links, but they help strengthen your profile. You can skip this step if needed.

# EVENTINI

3:58

Let us know a bit more about you

**What's your residential address?**
Guests won't see this information.

Country / region
**United States**

Street address

Apt, suite, unit (if applicable)

City / town

State / territory

ZIP code

Next

# RESIDENTIAL ADDRESS

Enter your residential address for verification purposes only. This information is private and will not be visible to guests or hosts.

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3:59

## Set your service area

Enter your business address or starting point, then set your maximum drive time.

Q  Enter your starting location

Save
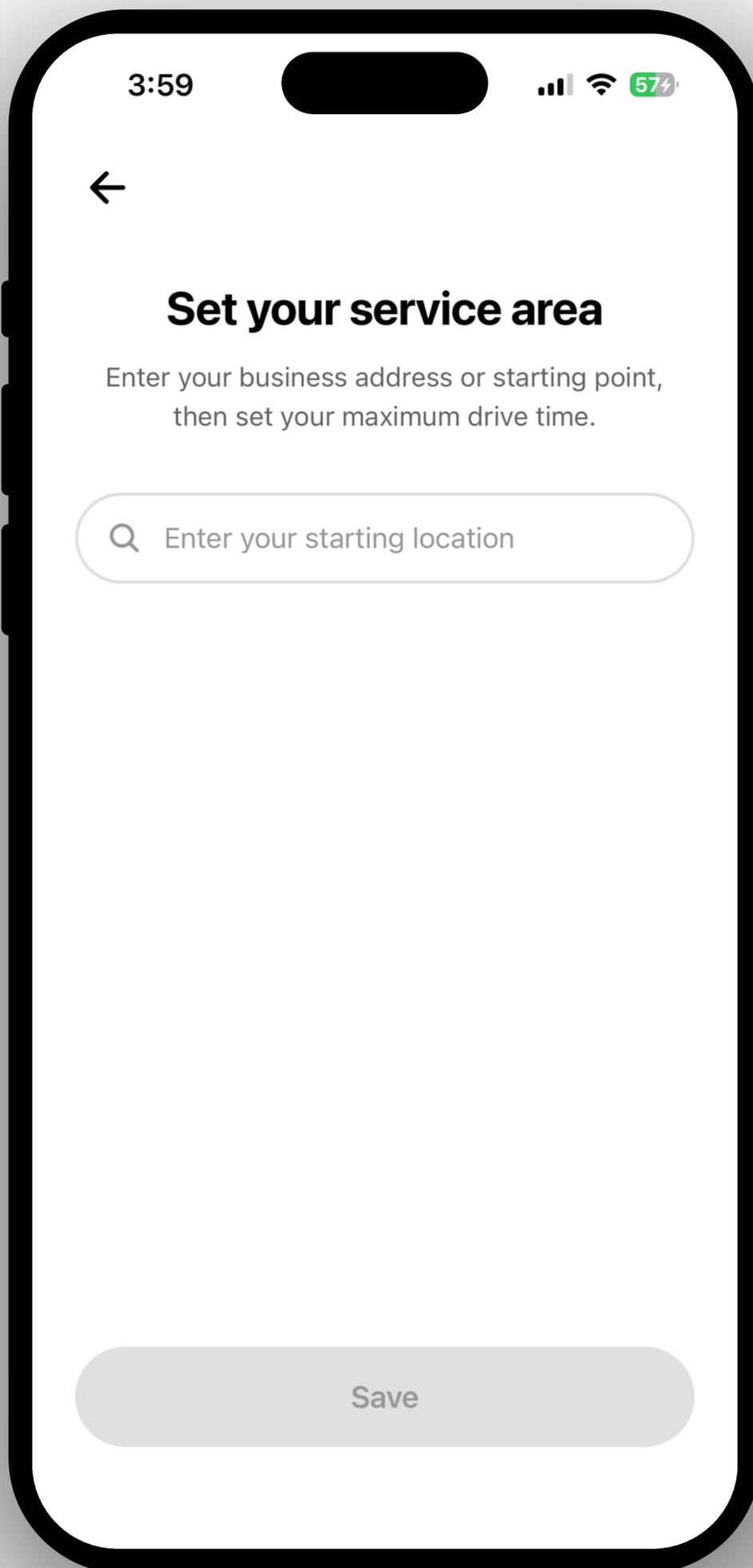
# SET YOUR SERVICE AREA

Choose your starting location and select how far you're willing to travel. This ensures you're only shown events that fit your operating range.

# EVENTINI

3:59

## Set your service area

Enter your business address or starting point, then set your maximum drive time.

🔍 Milwaukee, WI  ⊗

📍 Milwaukee, WI

### Set your service radius  ✕

| 30 min ~25 mi | 1 hour ~50 mi |
| 1.5 hours ~75 mi | 2 hours ~100 mi |

**Done**
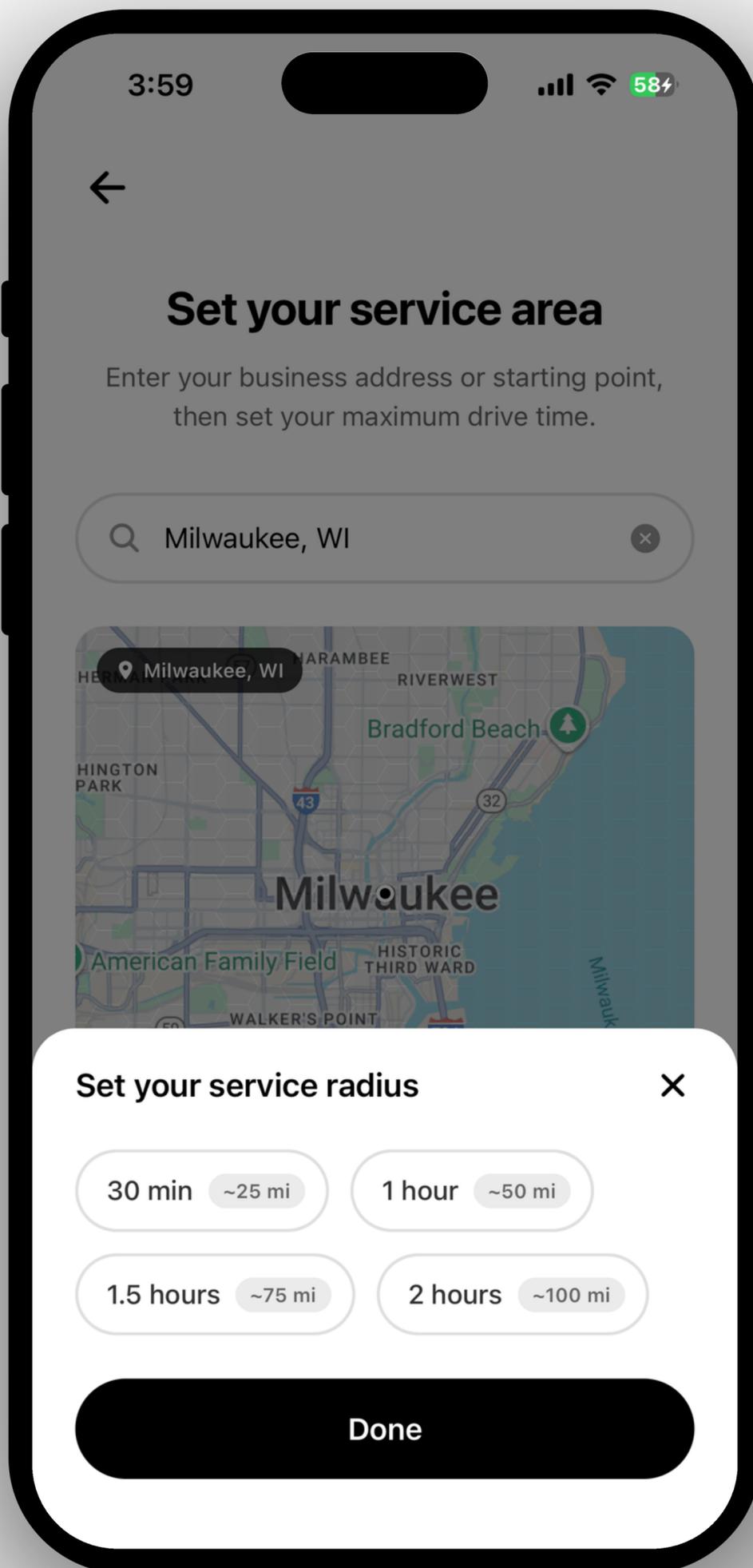
## SERVICE RADIUS

Select your maximum drive time to define your service radius. This helps match you with nearby events and avoids long-distance bookings you don't want.

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## Tell us about your flexibility

Help us match you with the right hosts by answering a few questions about your preferences.

### Community Impact
Your flexibility for nonprofits and charitable events

### Better Matches
Connect with events that align with your values

Begin
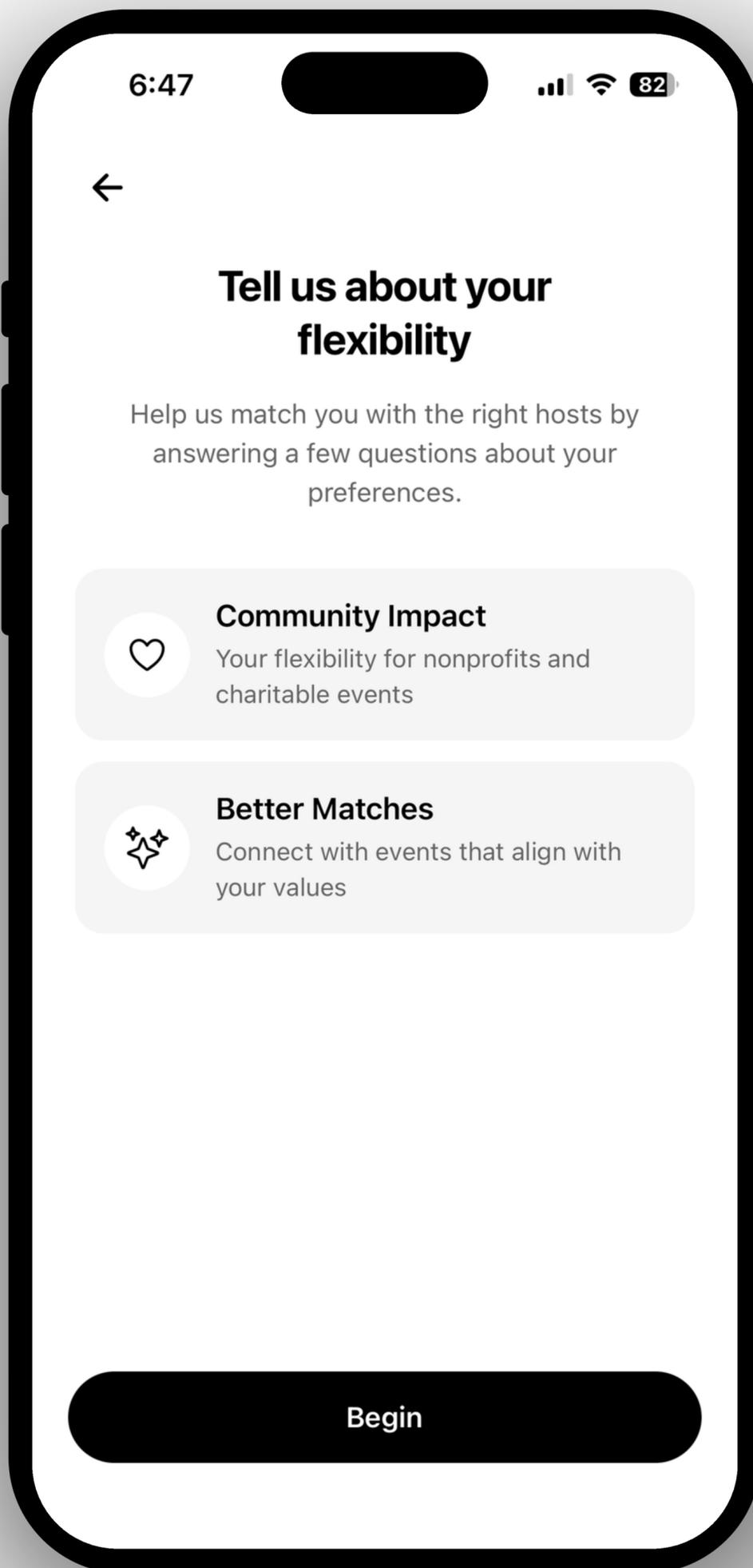
# TELL US ABOUT YOUR FLEXIBILITY

Help us match you with the right hosts by sharing your preferences.

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← DNA Profile

♡ Community Impact

## Artist DNA
Question 1 of 2

### Would you reduce your performance fee for nonprofit/charity events?

No     Yes

**Discount Amount**     20%

5%                    50%

**Next Question**

# COMMUNITY IMPACT

Would you reduce your performance fee for nonprofit or charity events? If yes, choose a discount that works for you. This never obligates you to accept a booking.

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← DNA Profile

♡ Community Impact

## Artist DNA

Question 2 of 2

### Would you waive your performance fee entirely for certain causes?

| No | Yes |
|----|-----|

Complete
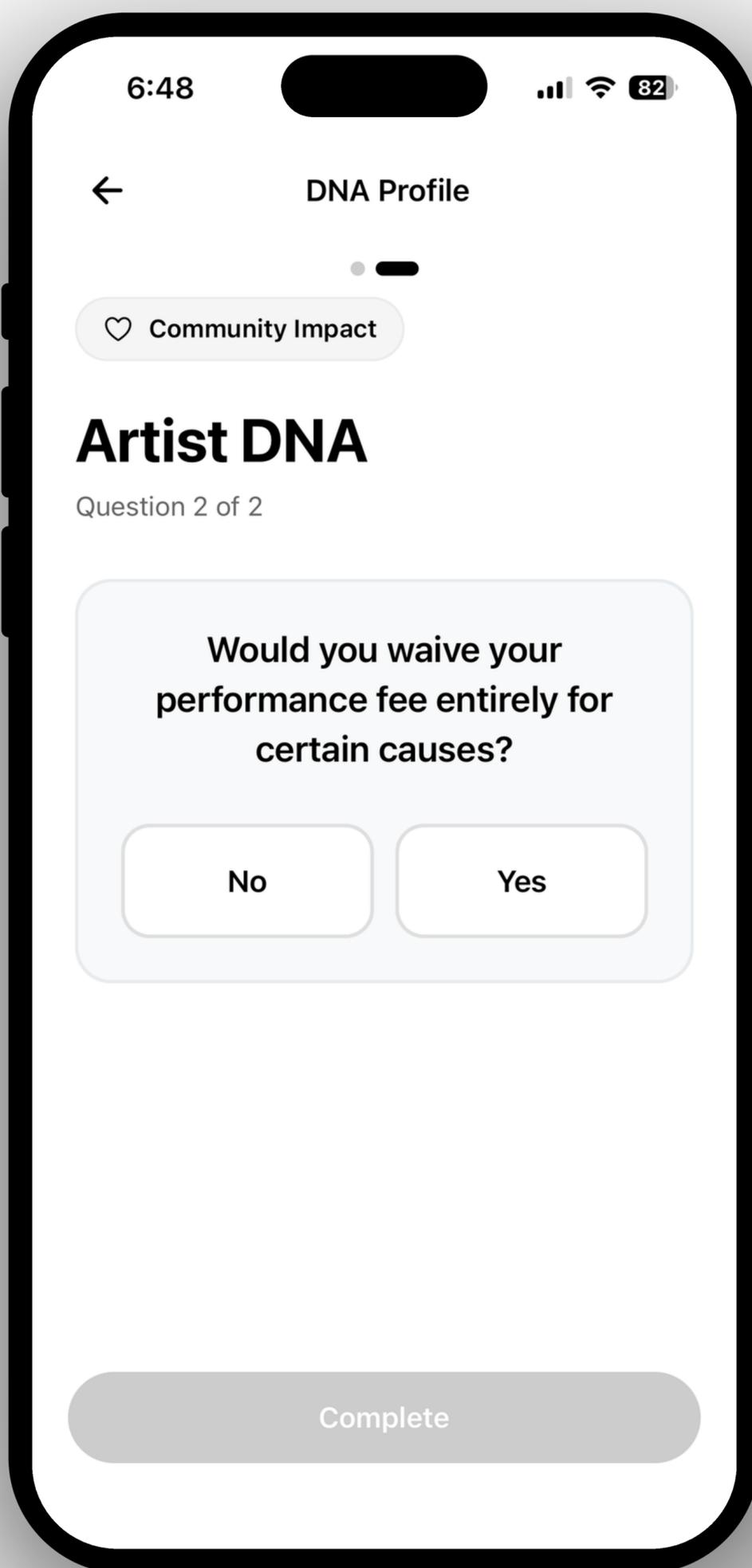
# BETTER MATCHES

These settings open up opportunities with organizations that have tighter budgets by allowing flexible booking options such as busking. This helps you connect with events that still offer strong exposure and worthwhile opportunities while fitting your availability and preferences.

STEP 14

6:48

Special Features

Highlight what makes your performance unique

+ **Special Features**
Select your special features >

+ **Preferred Event Types**
Select event types >

Continue
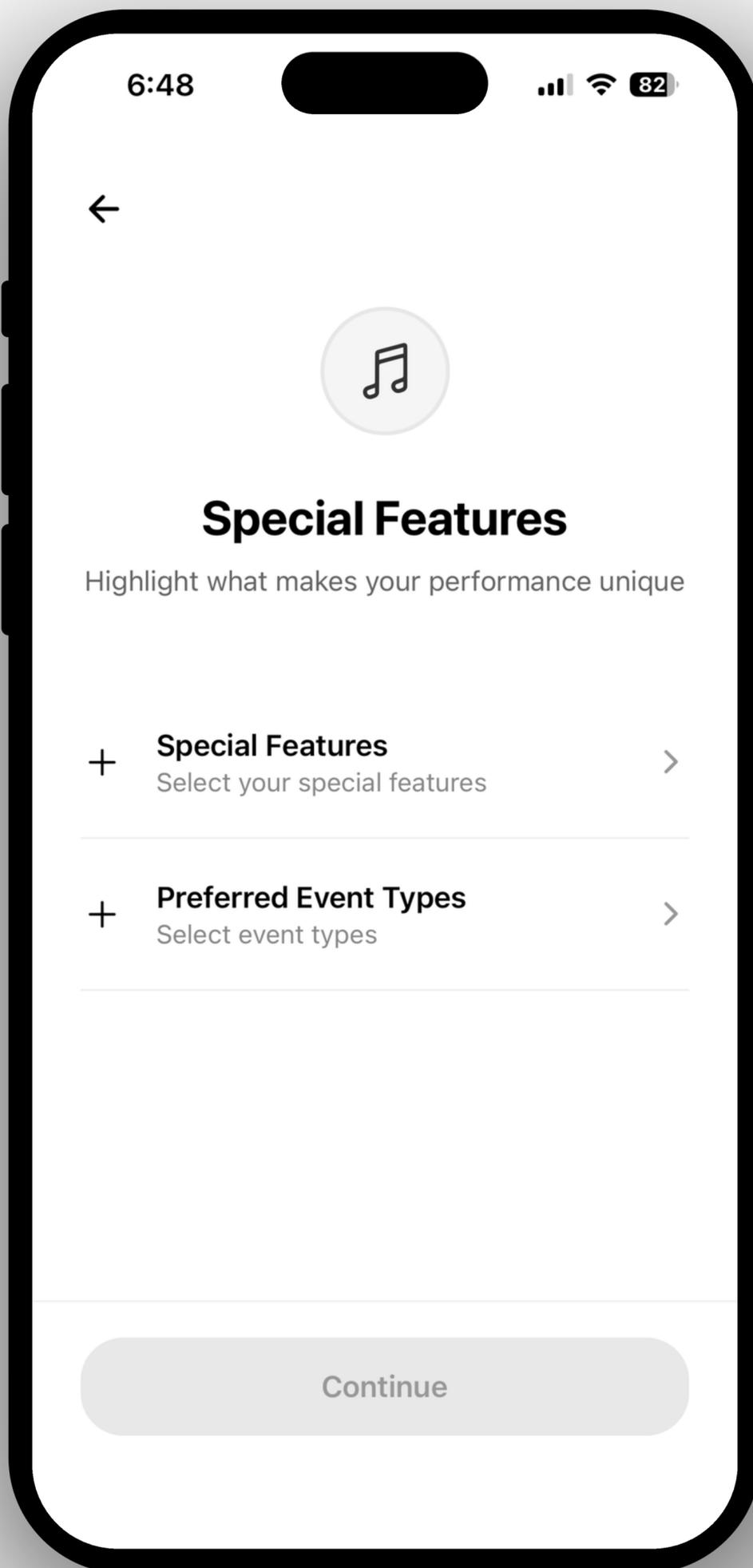
## SPECIAL FEATURES

Highlight what makes your performance unique and the types of events you enjoy most. This helps hosts quickly see if you're the right fit.

STEP 15

6:48

Compensation & Policies

Set your fees and cancellation terms

+ **Performance Fee**
Enter your fee  >

+ **Fee Structure Details**
Select fee structure  >

+ **Deposit Terms**
Select deposit amount  >

+ **Cancellation Policy**
Select cancellation policy  >

Next
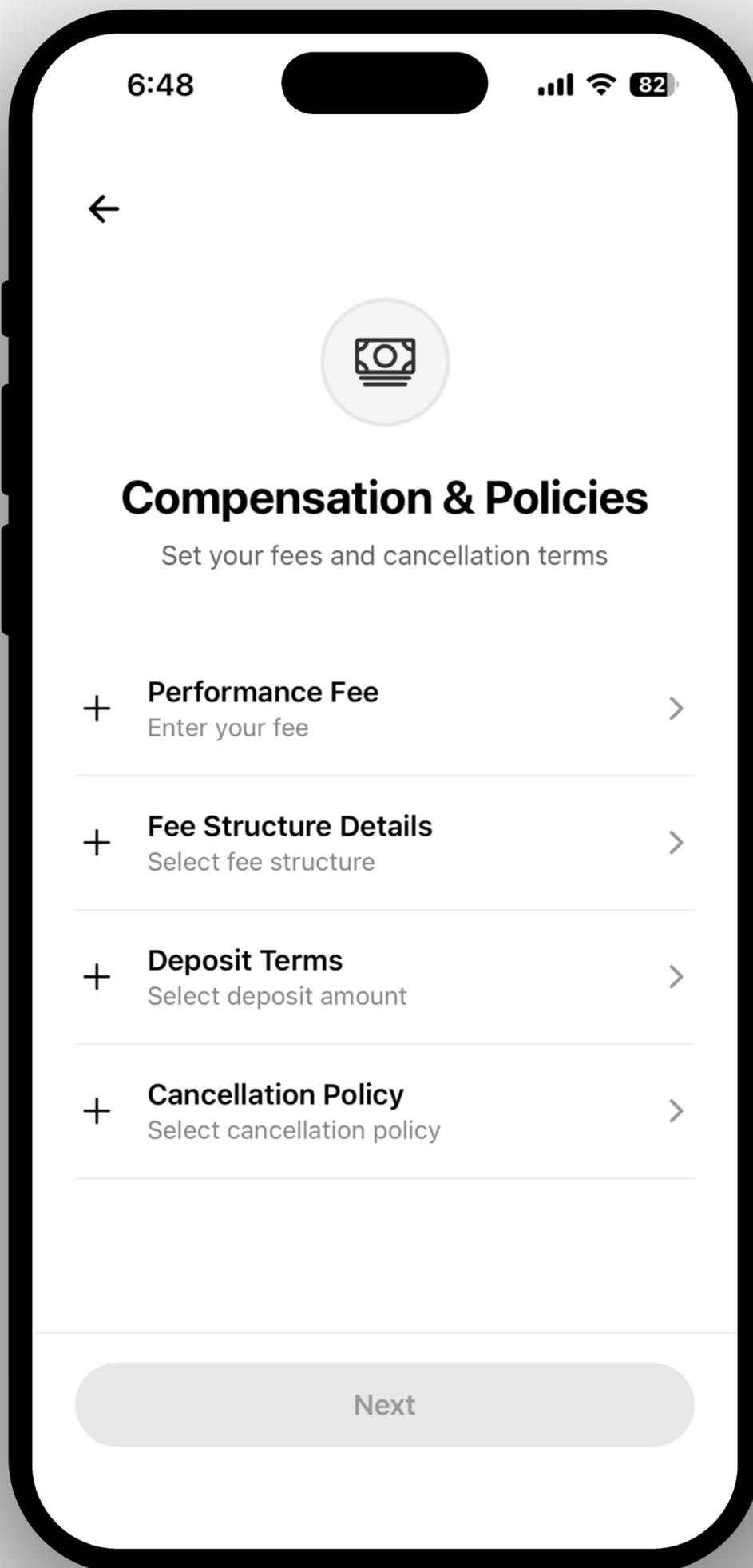
# COMPENSATION & POLICIES

Set clear pricing and expectations so bookings run smoothly. Add your performance fee, choose how your pricing is structured, define deposit terms, and set a cancellation policy. Clear policies help protect your time, reduce back-and-forth, and build trust with hosts before confirming a booking.

EVENTINI

← Review Listing

**MKE Band**
DJ

YOUR LISTING DETAILS

🎵 **Artist/Stage Name**
MKE Band >

🖼 **Photos & Media**
6 media items uploaded >

🎤 **Entertainer Type**
DJ >

**Link Account** G

By submitting, I agree to the **Services terms** and attest all details are accurate.
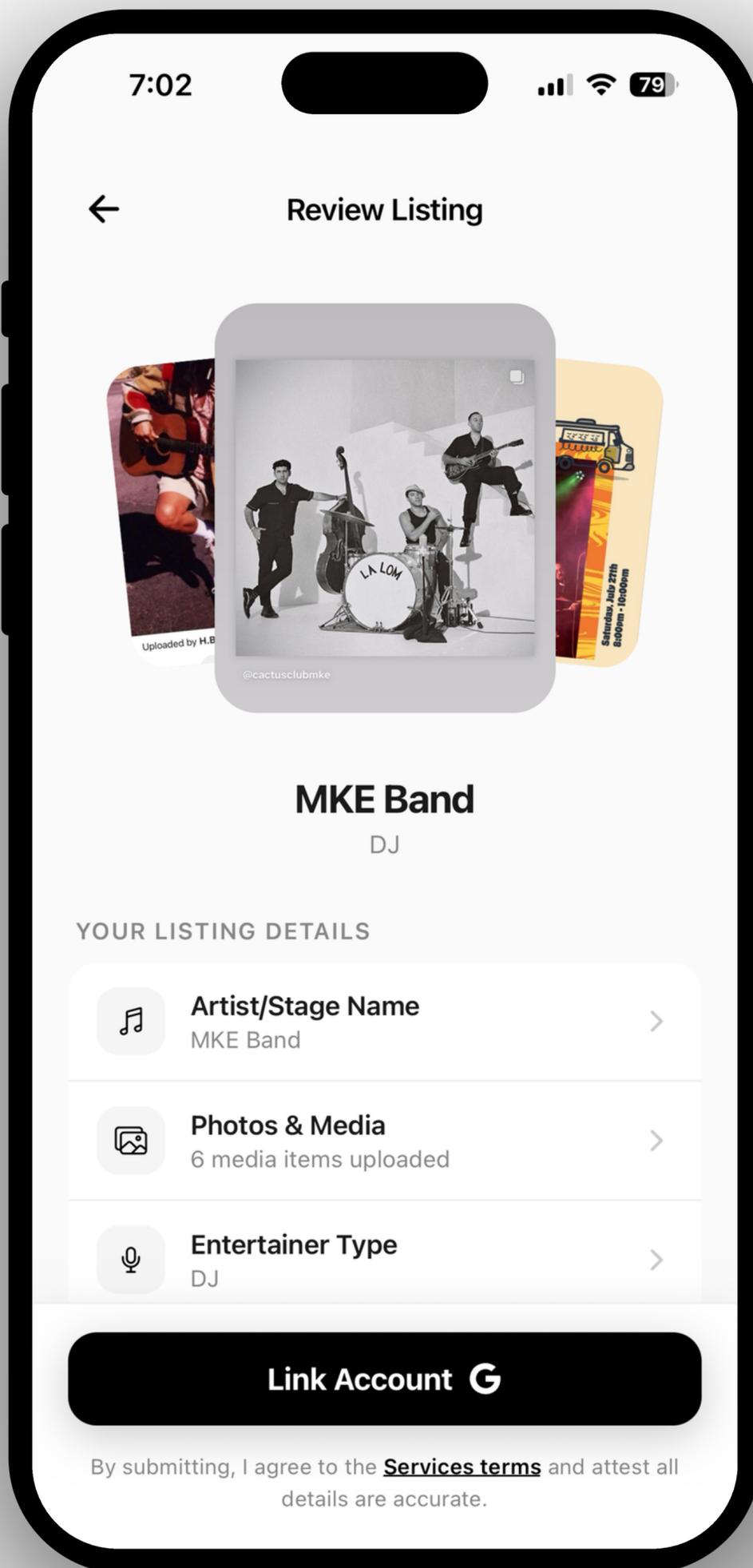
# LINK YOUR GOOGLE ACCOUNT

Connect your Google account to verify your profile and make it easier for hosts to trust and book you. Linking your account helps pull in business details, strengthens credibility, and allows Eventini to streamline bookings and payouts.

STEP 17

7:02

← Review Listing



# MKE Band
DJ

## YOUR LISTING DETAILS

| ♪ | Artist/Stage Name<br>MKE Band | > |

| 🖼 | Photos & Media<br>6 media items uploaded | > |

| 🎤 | Entertainer Type<br>DJ | > |

**Submit Application ✓**

By submitting, I agree to the **Services terms** and attest all details are accurate.
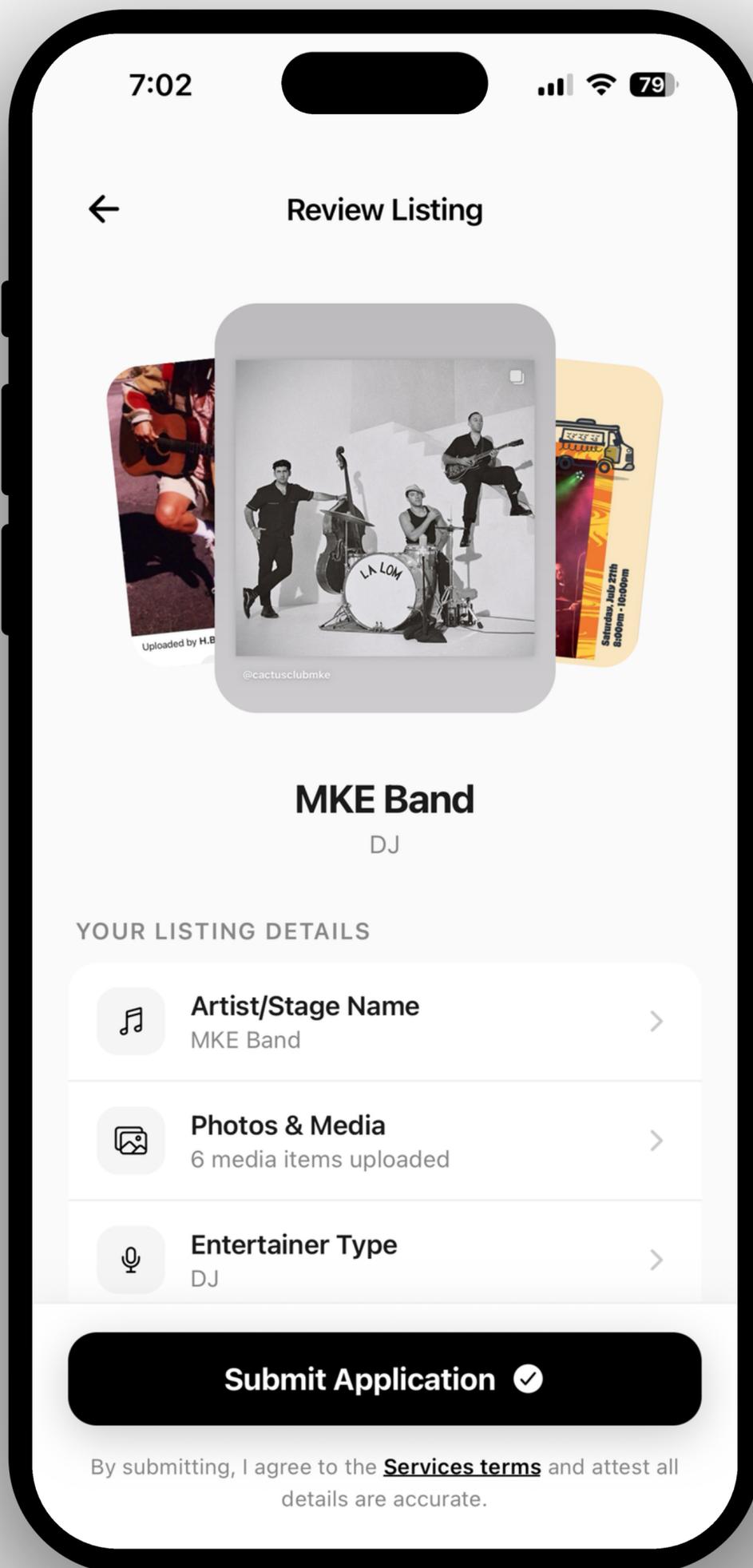
# REVIEW & SUBMIT YOUR LISTING

Take a moment to review your listing details to make sure everything looks right—your name, media, and entertainer type. Once confirmed, tap Submit Application to send your listing for review and complete your setup. You can update details later if needed.

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Today | Upcoming

**Getting Started** 1 of 7

**1**

## Get familiar with your dashboard
Take a quick tour of your bookings and follow-ups

**Begin**

# Bookings

### No bookings yet
When hosts book your services, they'll appear here

Today | Messages | Calendar | Listing | Profile
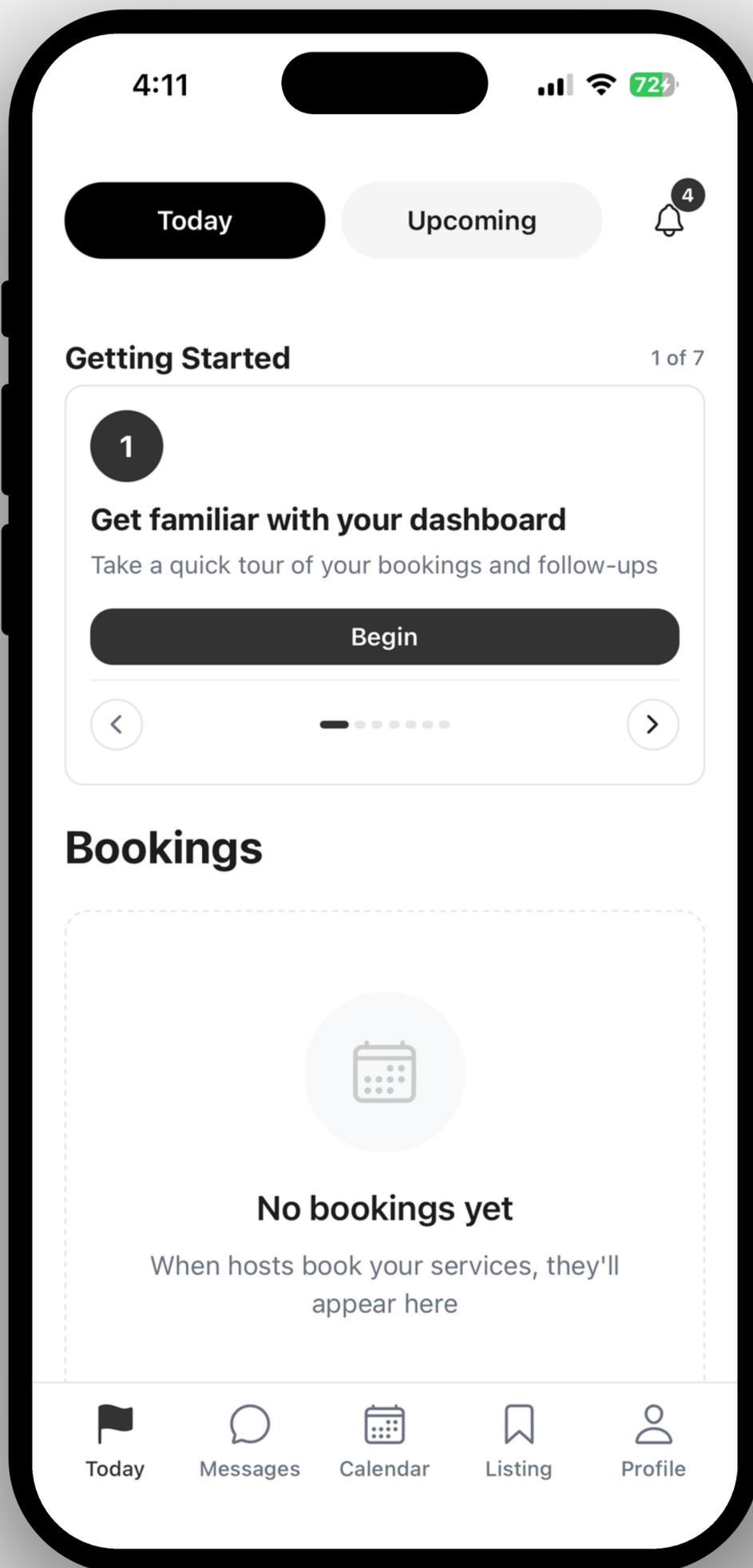
# GETTING STARTED

Tap Begin to start a short tutorial that walks you through bookings, messages, and follow-ups.