



## Host Booking Checklist

### 1. Call the Artist/Band

Call the artist/band immediately. Their phone number is located under My Account → My Events → View (next to the corresponding event). When you call, confirm the location, time and price of the event. **Make sure** you exchange any additional contact information (cell phone, preferred email address) that makes it easy for you to communicate with whoever handles booking and/or business for the artist.

### 2. Establish their Space Needs & Technical Requirements

Contact the artist and discuss and agree on the requirements necessary to make the gig work for everybody:

1. Are they bringing their own sound system or do you need to provide it and, if so, what do they reasonably need to perform?
2. What are their electrical needs? If it's a house show, will house power (110 volts) be adequate, or will they need a larger power supply? Make sure this is clear, **No Power, No Gigs**.
3. Agree on an exact time and location for the load in of the band/artist's equipment. Will they need any help loading in their gear to your place?
4. What is the minimum amount of space they will need to play in? This will depend on exactly where they are playing, what kind of sound system they are using and how close their access is to the power.

### 3. Establish Food, Lodging, Merchandise & Other Needs

1. Discuss and agree with the artist on whether you plan to provide any food and beverage on the day of the show. Ask the artist if they have a their own Rider (a document specifying artist's exact needs).
2. If the artist is coming from out of town and plans to stay over, will they be staying at your home or place provided by you or are they staying at a motel? If it's at a motel, who will be paying for the room(s)?
3. What kind dressing room or area and security, if it's necessary, will you be providing the artist? If this is a house, dorm, or frat party, you can use a spare bedroom or closed lounge area for the artist to relax and dress in before or after the show.
4. Are you providing a place where the artist can set up a table or have an area to sell merchandise and CD's? Venues tend to take a percentage of merchandise from the bands, but in



independent situations like a house or dorm party artists should **NEVER** have to pay a percentage unless they agree to do so.

5. Finally, how big is the artist guest list? Keep it down to a minimum. See how many guests the artist wants. If their number is reasonable, give it to them, if their number is too high only agree on a number that does not compromise the event and cost you more money or space than its worth
6. All of these are additional day of show terms that once you and the artist agree upon them, need to be put into a separate piece of paper called a "Rider." We have provided a rider form for download.

#### 4. Establish How You Will Pay the Artist

Both you and the artist need to be clear on how much the artist will get paid and when you are to make any payments. This amount & how it is to be paid, **must be reflected in your contract**. No matter how small the fee you're paying the artist, we recommend you put in the contract that they receive 1/3 to 1/2 of their fee, as a deposit within seven days after the contract has been signed and definitely before the show takes place. Pay the band with cash, money order or set up a PayPal account to send payments. However you pay the artist, do not pay them anything until they have signed a contract and make sure you have a clear record of your payment when you pay them. The remainder of their fee should be paid at the time the band arrives to set up for your show, or immediately before they play. The band should be paid in **CASH, MONEY ORDER or by PAYPAL**. If you pay by cash make sure the artist signs a receipt for your records. For additional protection, consider using our secure payment partner Gigpay <http://www.gigpay.com?aff=LMM>

#### 5. Ask the Artist for a Contract

LiveMusicMachine recommends that our artists and hosts sign some form of a contract. This way both sides are protected, everyone is prepared and knows what to expect, and all the items you discussed with the artist are documented. The host is usually responsible for providing the contract. If the artist has a standard contract that they like to use, they should provide that to you. If the artist does not provide a contract, feel free to review and use one of the two sample contracts provided by LiveMusicMachine. **DO NOT** pay an artist any money until both parties have **agreed** to and **signed** a contract for the date of your show. . If you would like a professional to write your contract, please use our affiliate GigPay: <http://www.gigpay.com?aff=LMM>



## 6. Public Event? PROMOTE!!

After the contract is signed, start promoting your show immediately (as long as it's a public event, of course). Create a flier: don't forget the time, date, ticket price, address of the show, a list of bands playing, and maybe even a short description of the music. Distribute these fliers to all the local hot spots, email your friends, and post the flier online. Contact the artists of your show and see what they are planning to do to promote their gig and ask where you can help. If your show or party is being held to make money or you just want a bigger event, ask the artist for a list of their "true" and best fans and add them to your LiveMusicMachine e-vite list.

## 7. Provide Directions

You should provide the band with easiest directions to your venue or house and not let them rely 100% on MapQuest or a GPS system to get to the gig. A manager or road manager may advance the date for the band looking for directions, load in time, show time, and guest list size (which should be provided to you prior to the time the doors open for your show). Make sure the artists have your best phone number, usually your cell phone, in case they get lost. Ask them to call you once they have left their starting destination so you know that they are on their way.

## 8. Act Professionally

**Remember:** A professional artist knows your show or event is a job and that they should be on their best behavior. They should act like and want to make a good, professional impression. Make sure you hold up everything on your end of the contract. Hold the artist accountable for their part of the contract. At the end of the show if the artist did what they agreed to do and put on a good performance, thank them so that they know they're appreciated and will want to work with you in the future. Sometimes things do not work out the way either party would like. Be flexible. If the show goes off fairly well and your guests are reasonably happy honor your end of the contract and pay the band in full. Make sure they play for the agreed up length of time.

## 9. Network, Promote, Network, Promote

As soon as your party or show is over start posting pictures and videos taken by you and your friends up on the LiveMusicMachine Party Page provided for your use.



Feel free to ask your peers what they thought of the artist(s). Collect email addresses so that people who took pictures can email you and you can post their pictures on your LiveMusicMachine Party page. This works with YouTube videos, too. Make sure your friends know that your Party page will be the place to find pictures and videos from the show, and where they can make comments about the show.

Tell your friends that you booked your show through LiveMusicMachine and how easy and fun it was to do!

#### **10. Follow Up & Say Thank You**

Before the artists leave the gig, ask them if you did everything you needed to as a host. You should also give them feedback on their performance. You should rate your artists on LiveMusicMachine so that other people can know just how good they were.