

Booking Agreement Review Reference Sheet

Representation Information

Artist / Act:

Booking Agent / Agency:

Agreement Review Date:

Primary Territory Covered:

Representation Scope

Representation Applies To:

- Live Performances
- Festivals
- Corporate Events
- Private Events
- Touring
- International Shows
- Casino / Resort Bookings
- Theater Performances
- Other: _____

Is The Scope Clearly Defined?

- Yes
- No
- Partially

Exclusivity Review

Is Representation Exclusive?

- Yes
- No
- Limited Exclusivity

Are Artists Allowed To Book Shows Independently?

- Yes
- No
- Limited Situations

Are Multiple Agents Allowed In Different Territories?

- Yes
- No
- Unclear

Exclusivity Territory:

Exclusivity Duration:

Commission Structure

Commission Percentage:

Calculated From:

- Gross Revenue
- Net Revenue
- Other: _____

Commission Applies To:

- Guarantee Payments
- Bonuses
- Merchandise
- VIP Packages

- Sponsorships
- Festival Payments
- Buyouts
- Other: _____

Payment Timeline Defined:

- Yes
- No

Authority & Approval

Agent Authorized To:

- Negotiate Offers
- Confirm Bookings
- Sign Agreements
- Approve Routing
- Coordinate Promotion
- Handle Deposits
- Other: _____

Artist Approval Required Before Confirmation:

- Yes
- No
- Limited Situations

Touring & Routing Considerations

Radius Clauses Addressed:

- Yes
- No

Routing Restrictions Included:

- Yes
- No

Market Conflict Terms Defined:

- Yes
- No

Festival Exclusivity Mentioned:

- Yes
- No

Cancellation & Termination

Cancellation Procedures Defined:

- Yes
- No

Force Majeure Language Included:

- Yes
- No

Termination Process Explained:

- Yes
- No

Post-Term Commission Rights Included:

- Yes
- No

Duration Of Post-Term Participation:

Venue & Promoter Coordination

Deposit Handling Explained:

- Yes
- No

Settlement Procedures Defined:

- Yes
- No

Hospitality / Rider Responsibility Defined:

- Yes
- No

Insurance / Liability Language Included:

- Yes
- No

Internal Review Checklist

- Territory reviewed carefully
- Commission structure understood
- Exclusivity limitations reviewed
- Radius clauses reviewed
- Authority boundaries understood
- Cancellation terms reviewed
- Payment structure clarified
- Post-term participation reviewed
- Verbal promises documented in writing
- Legal review considered before signing

Additional Notes