

# Networking & Industry Relationship Tracker

## Personal Networking Information

Artist / Band Name: \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Website: \_\_\_\_\_

Primary Social Media: \_\_\_\_\_

## Industry Contact Database

Contact Name	Organization / Role	Phone	Email	Social / Website

## Relationship Context Notes

Contact Name	Where Met	Topics Discussed	Potential Opportunities

## Follow-Up Tracking

Contact Name	Initial Contact Date	Follow-Up Date	Last Communication	Next Action

## Event Networking Log

Event / Venue	Date	Contacts Made	Notes

## Collaboration Opportunity Tracker

Contact / Organization	Opportunity	Status	Follow-Up Needed
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

## Referral & Introduction Tracking

Referred By	Introduction To	Purpose	Outcome

# Professional Materials Checklist

Before networking outreach:

- Artist biography updated
- Live footage available
- Streaming links working
- Press photos prepared
- Website updated
- Social media updated
- Contact information current
- EPK prepared
- Business cards available if needed
- Promotional graphics available

## Social Media & Public Conduct Review

Question	Completed
Was communication respectful?	<input type="checkbox"/>
Were responses professional?	<input type="checkbox"/>
Were disagreements handled calmly?	<input type="checkbox"/>
Were public interactions constructive?	<input type="checkbox"/>
Were promises followed through?	<input type="checkbox"/>
Was follow-up communication completed?	<input type="checkbox"/>
Was support shown to collaborators and venues?	<input type="checkbox"/>

## Relationship Maintenance Notes

### Important Contacts To Follow Up With

### Long-Term Opportunities

## **Additional Notes**