

Professional Communication & Booking Interaction Worksheet

Primary Contact Information

Artist / Band Name: _____

Primary Contact Name: _____

Role: _____

Phone Number: _____

Email Address: _____

Website: _____

Primary Social Media: _____

Professional Contact Database

Contact Name	Organization / Venue	Role	Phone	Email

Booking Outreach Tracker

Venue / Contact	Initial Contact Date	Follow-Up Date	Materials Sent	Response Status

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Submission Materials Checklist

Before outreach:

- Artist biography prepared
- Live performance footage prepared
- Streaming links verified
- Press photos prepared
- Technical rider prepared
- Stage plot prepared
- Input list prepared
- Contact information verified
- Social media links verified
- Website updated

Booking Confirmation Checklist

Before the performance date:

- Performance date confirmed
- Set times confirmed
- Load-in time confirmed
- Soundcheck time confirmed
- Parking instructions received
- Technical requirements submitted
- Hospitality information confirmed
- Settlement contact identified
- Promotional materials received
- Ticket/event link verified

Financial Agreement Documentation

Category	Information
Guarantee Amount	

Door Percentage	
Deposit Amount	
Payment Method	
Payment Due Date	
Merch Cut	
Hotel Included	<input type="checkbox"/>
Meals Included	<input type="checkbox"/>
Parking Reimbursement	<input type="checkbox"/>
Fuel Reimbursement	<input type="checkbox"/>

Technical Communication

Venue Production Contact

Submitted Technical Documents

- Stage Plot
- Input List
- Backline Requirements
- Monitor Requirements
- Playback Requirements
- Hospitality Rider

Cancellation & Emergency Communication

Emergency Contact Name

Emergency Phone Number

Cancellation Procedure Notes

Follow-Up Communication

After the event:

- Thank-you message sent
- Settlement confirmed
- Future booking discussion initiated
- Social media collaboration completed
- Photos/videos shared
- Venue tagged correctly
- Contact added to future outreach list

Communication Self-Review

Question	Completed
Were responses timely?	<input type="checkbox"/>
Was communication respectful?	<input type="checkbox"/>
Were expectations communicated clearly?	<input type="checkbox"/>
Were technical details submitted on time?	<input type="checkbox"/>
Were financial discussions handled clearly?	<input type="checkbox"/>
Were commitments honored?	<input type="checkbox"/>
Were problems communicated early?	<input type="checkbox"/>
Was follow-up communication completed?	<input type="checkbox"/>

Notes & Relationship Tracking

