Gig Checklist

☐ Contact venue to confirm details of upcoming gig
☐ Send email blast for upcoming gig
☐ Create Facebook Event for gig (ask band mates to share)
☐ Print gig calendar on postcard stock for attendees of your show
☐ Print blank email list signup sheets (remember pen & clipboard)
☐ Print onstage announcements sheet
- ✓ Upcoming shows
- ✓ Tip the staff
- ✓ Tip the band
- ✓ Thank the venue
- ✓ Facebook Page & website mention
- ✓ Email signup sheet

☐ Print setlist for each band member
☐ Send a note to band mates to confirm load-in & show times
☐ Remind band mates when and how the band will be paid
☐ Checkin with venue contact upon arrival
- ✓ Ask if there's anything you can do for them
- ✓ Ask about upcoming bookings

☐ Meet the venue staff upon arrival
- ✓ Encourage them to let you know if volume is okay
- ✓ Ask if you can make any announcements for them

☐ Don't forget the band tip jar!
☐ Tip the venue staff

Other:

☐ _____
☐ _____
☐ _____
☐ _____
☐ _____
☐ _____