

Performer First-Booking Checklist

Your first booking sets the tone for your reputation on the marketplace. Treat it like a system — not a lucky break — and the reviews, rebookings, and search ranking follow. Print this, work top to bottom, and check off each step.

Companion to the guide “The First Booking Checklist Every Performer Should Run” · arrivebooking.com/en/blog

1 Before You Apply

- ☐ **Complete your profile** with high-quality photos and a recent performance clip.
- ☐ **Set a realistic rate range** based on comparable performers in your area.
- ☐ **Write a short, specific bio** that says exactly what you deliver and for whom.
- ☐ **Turn on instant notifications** so you are among the first to respond.
- ☐ **List your genres, formats, and travel radius** so the right gigs find you.

Profile readiness scorecard

Item	Done?	Notes
3+ high-quality photos uploaded		
Recent video or audio clip linked		
Bio written (who you are, what you deliver)		
Services + pricing published		
Payouts / Stripe connected		

Set your rate

Service / set length	Your rate	Comparable range
	\$	\$ – \$
	\$	\$ – \$

2 When You Apply

- ☐ **Read the brief, then answer it** — reference the event’s specific details.

- ☐ **Personalize your note** — a tailored message beats a generic pitch every time.
- ☐ **Respond fast** — hosts overwhelmingly book the performers who reply first and clearest.
- ☐ **Confirm your availability** for the date and arrival window before quoting.
- ☐ **Attach the most relevant clip** for that type of event.

Speed wins. Most first bookings go to one of the first three performers to respond with a clear, on-brief message. Set notifications and reply within the hour.

3 After You're Booked

- ☐ **Confirm logistics in writing** — set length, start time, load-in, and tech requirements.
- ☐ **Send a short tech/needs list** so the host can prepare the space.
- ☐ **Arrive early** and over-communicate with the host on the day.
- ☐ **Deliver a little more than promised** — that is what gets remembered.
- ☐ **Send a thank-you and request a review within 24 hours.**

Day-of run sheet

Time	Task	Confirmed with host
Arrival		
Setup / soundcheck		
Set start		
Set end / breakdown		

Why the First Booking Matters

Your first five-star review is worth more than your first paycheck. It is the asset every future booking is built on — it lifts your search ranking, earns trust with new hosts, and makes the second booking far easier than the first.

After the gig — build the flywheel

- ☐ **Ask for the review** while the experience is fresh (within 24 hours).
- ☐ **Offer a returning-client rate** or a held date to make rebooking effortless.
- ☐ **Save your notes** on the venue, audience, and what worked for next time.
- ☐ **Refresh your profile** with any new photos or clips from the event.

Ready for booking number two?

Find open gigs and grow your reputation on ARRIVE — arrivebooking.com/en/for/performers