

The Ultimate Venue Booking Checklist

The performers who get rebooked aren't just the most talented — they're the most prepared. Run this checklist before every venue booking and show up looking like the pro you are.

Companion to the guide "The Ultimate Venue Booking Checklist" · arrivebooking.com/en/blog

Before You Send the Proposal

- ☐ Date and time confirmed
- ☐ Venue capacity and layout understood
- ☐ Load-in access, parking, and timing confirmed
- ☐ Power requirements (dedicated circuits) verified
- ☐ Sound requirements clarified — who provides PA and monitors
- ☐ Your fee, set length, and what's included are clear

Before the Event

- ☐ Contract signed by both parties
- ☐ Deposit received
- ☐ Insurance / certificate of insurance provided if the venue requires it
- ☐ Emergency and day-of contact exchanged
- ☐ Tech sheet or stage plot shared with the venue

On the Day

- ☐ Arrive early for load-in and sound check
- ☐ Confirm set times and announcements with the host
- ☐ Test every input and have backups ready
- ☐ Keep the stage and load-in areas safe and tidy

After the Show

- ☐ Confirm payment has been released
- ☐ Thank the host and request a review within 24 hours

☐ Log notes on the room, audience, and gear for next time

Keep leveling up. For deeper playbooks on pricing, profiles, and winning more bookings, ARRIVE Academy walks you through it step by step — and the more reliably you deliver, the more your reviews and search ranking compound.

Find your next booking on ARRIVE.

Explore open opportunities and grow your reputation — arrivebooking.com/en/for/performers