

# Book A Band Checklist

Here's a handy at-a-glance checklist to make sure no important details are forgotten as you move through the process of booking a band for a company event.

It's split into 3 sections intuitive to the booking process.

Nb: This is just a checklist. For more detailed info request our comprehensive band booking guide by emailing [brad.lazarus@lm2.co.uk](mailto:brad.lazarus@lm2.co.uk) and include 'band booking guide' in the subject line

## RESEARCH

- Be as clear as you can on what you want from a band
- Spend time getting to know the market
- Ask for friend and word of mouth recommendations
- Thoroughly search online
- Use forums and social networks to get first hand experiences of potential options
- Search event supplier specific directories
- Ask the venue for recommendations
- Event planner recommendations
- Use an entertainment agency
- Make sense of your findings (refer to Chapter 3 in the main guide)
- Speak to the band direct
- Get quotes and make sure you know exactly what's included (refer to the CONTRACT CHECKLIST)

## CONTRACT

- Who is the contract between
- Band size and line up
- Event location
- Fee and payment terms
- Cancellation terms
- Production details (who supplies PA/lighting)
- Performance space required
- Other technical requirements (incl power required)
- Performance duration(s)
- Set up completion and finish time
- Dressing room requirements
- Meals requirements
- Drinks requirements
- Late finish supplement

- Early set up supplement
- Parking requirements

## PRE-EVENT ORGANISATION

- Liaise with ONE band member only
- Reconfirm contract details
- Exchange mobile numbers for on day contact
- Confirm arrival time and set up completion time
- Get an idea of what band intends to play and when
- Who will supply music when band not performing
- Confirm dressing room, hot meals with venue
- Confirm band meal location and time
- Confirm final payment details

## We'd Love To Help You Create a Company Party To Remember...And Help You Effortlessly and Quickly Get The Band Booked and Off Your To Do List

1. For expert help and advice either call Brad Lazarus on 020 8349 1933 or email

[brad.lazarus@lm2.co.uk](mailto:brad.lazarus@lm2.co.uk).

2. For more info including video footage on our exclusively managed roster of professional function bands with authentic style & personality go to [www.LM2.co.uk/bands](http://www.LM2.co.uk/bands)

Warm regards



Brad Lazarus  
LM2 Entertainment



PS. In case you were wondering that's me collecting an award for 'Most Entertaining Wedding Supplier' at a recent industry award show 😊