

BEYOND THE CONFIRMATION

Advance, Communicate, Feedback



ADVANCE TIPS

- RE-Review contract and booking threads (if applicable) before starting the advance

If you are not connected with management upon contract or provided a rider with contact information, going forward it is appropriate to ask for the PM or Manager email/number when receiving contract.

- Refer to email template for key areas to cover during your advance

- Include photos of your venue in your tech pack

- Adjust your subject lines and remain on-thread to stay organized

- Ensure you have current W9s, stage plots and riders

- Follow up all phone calls with an email bulleting what was discussed

- Text the TM or main contact morning of show to double check anticipated arrival time and/or check in on weather forecast.

SHARING OF INFORMATION FOR DOS

- One Sheet for DOS template (printed & posted in staff area, Google Drive, Share Point, Dropbox, Basecamp, Microsoft Teams, etc.)
- Print condensed day sheets with only necessary information, as needed
- Not recommended to include settlement information in any day sheets
- Staff/Volunteer Debrief
- Popular mobile friendly PAID subscriptions: Momentus/VenueOps, Backline, Prism

POST-SHOW

- Collect concert data to inform future bookings

Date, Artist, Fee, Genre(s), Audience Demographics, Estimated Attendance, Weather, Audience Feedback, Revenue (Merch, Buckets, F&B, Vendors, etc.)

- Artist Feedback – Brief 1-minute survey (i.e. Google Forms, Survey Monkey, etc.)