BOOKING LOG SHEET

Date: _____
Venue/City/Prov: _____

← Specific CONTACTS

Name:
Address:

Phone:
Fax:
E-mail:

CONTRACT: Yes _
Venue Type:
Capacity:
Equipment Details:
Web site:
Venue address (if different):

	Contact Name	Position	Specific details *(eg.,Direct phone/e-mail, Personality, Office hours, etc.)*
C1			
C2			
C3			

Show Specifics

Date: _____ Set Length: _____

Load-in time: _____ Position in line-up: _____

Soundcheck: _____ Opening act: _____

Set Time: _____ Venue promotions: _____

Tix price/phone: _____

_____

OTHER SHOW INFORMATION:

Payment Details

Door / Guarantee / Gratis / Other:

Accommodations:

Food:

Responsible for paying opening act?

Contact Log with Codes

Date	Time	Initials	Contact Codes

Promotional items log	How Sent	Date Sent	Date Rec'd.	Date Re-Sent
Press Kit and CD				
Performance Contract				
Press Release				
Other:				

NOTES:

Guest List

Name	Reason	Contact