

1. First you need to have a date that you want to book the artist. Keep in mind that there are many other factors to securing a date so look to choose a second and third choice. Please keep in mind the most artists need to be booked at least 3 months in advance.
2. Have a venue to have the artist perform. You will be best to look into the capacity the venue can hold. You will need to give the booking agent the full address of the venue, and its max capacity.
3. You will also need to explain what type of event you are booking the talent for. Concert, private party, ect...
4. You should also send the full details of the purchaser of the talent.
Address
Phone #
email address
5. Specify which artist(s) you want to book.
6. How will tickets (if any) for this event sold.
7. Have a plan on how you will advertise this event. Our artist will do their very best to put on their best show. How ever printing on posters and shirts is not a given. Think about how you want to do this and also consider radio and video spots.