

Nightclub & Events Forms

**Companion to the book:
How to Become a Promoter**

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2008

Nightclub & Venue Worksheet

Venue Name	Address	Contact	Number & email

Comments & Notes:

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Venue Name	Address	Contact	Number & email

Comments & Notes:

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Band Contact Sheet

Band name: _____

Contact member: _____

Contact phone number: _____

Contact email: _____

Number of band members: _____

Genre/Style of music: _____

Website: _____

Union Affiliation: Yes: _____ No: _____

(If yes) Name of union: _____

Represented by Agent or Manager: Yes: _____ No: _____

(If yes)

Agent's/Manager's Name: _____

Agency's name: _____

Agency's address: _____

Contact number: _____

Contact email: _____

Demo sent: Yes: _____ No: _____

Notes/Comments:

Individual Talent Contact Sheet

Talent stage name: _____

Birth Name: _____

Contact phone number: _____

Contact email: _____

Solo: _____ Duet: _____ Trio: _____ Group: _____

Genre/Style of music: _____

Website: _____

Union Affiliation: Yes: _____ No: _____

(If yes) Name of union: _____

Represented by Agent or Manager: Yes: _____ No: _____

(If yes)

Agent's/Manager's Name: _____

Agency's name: _____

Agency's address: _____

Contact number: _____

Contact email: _____

Demo sent: Yes: _____ No: _____

Notes/Comments:

Model Information & Contact sheet

Stage name: _____

Birth name: _____

Contact phone number: _____

Contact email: _____

Measurements: Chest/Breast: ____ Waist: ____

Hips: ____ Blouse/Shirt: ____ Pant/Skirt: ____

Suit: _____ Shoes: ____ Hat: ____

Website: _____

Union Affiliation: Yes: ____ No: ____

(If yes) Name of union: _____

Represented by Agent or Manager: Yes: ____ No: ____

(If yes)

Agent's/Manager's Name: _____

Agency's name: _____

Agency's address: _____

Contact number: _____

Contact email: _____

Photos/Headshots sent: Yes: ____ No: ____

Notes/Comments:

Venue:

Address:

Phone:

URL:

email:

Contact name:

Contact Phone:

Fax:

Cell:

Contact Email:

Capacity:

Availability:

Potential Conflicts:

Venue allows All-ages shows: Y/N

Type/method of Controls for under 21 (wristband, stamp, etc).

Dress code: Y/N

Details:

Rules:

Bar Minimum/Guarantee? Y/N Amount: _____

Guaranteed number of bartenders/servers:

Bar Specials:

Allows Beer or Alcohol Sponsorship? Y/N

Limits:

Green Room: Y/N How many? _____

Allows sale or merchandising of CDs including/not including competitive products: Y/N

Promotes show on Website/Fliers/Etc at no extra cost

Sells tickets online: Y/N Fee:\$

Links to Two Roxx website: Y/N

Links to SONY website: Y/N

Will forfeit all Door Admissions:

Sound System:

System Rating:

Provides Sound and Lights techs at no cost to Promoter:

Provides other staff as follows:

Fees/Miscellaneous:

Event Budget

Projected Income	<i>Full Price</i>	<i>Discount</i>		<i>Total</i>
Ticket Sales				
Sponsorships				
Bar Percentage				
Projected Totals				
Actual Income	<i>Full Price</i>	<i>Discount</i>		<i>Total</i>
Ticket Sales				
Sponsorships				
Bar Percentage				
Actual Totals				
Expenses				
Talent	<i>Flat Rate</i>	<i>Commission</i>		<i>Total</i>
Disc Jockey				
Band				
Vocalist				
Musician				
Models				
Master of Ceremony				
Total Talent Costs				

Staff	<i>Flat Rate</i>	<i>Commission</i>		<i>Total</i>
Sub-promoters				
Street Teams				
Videographer				
Photographer				
Doorman				
Security				
Staffing Totals				
Venue	<i>Rental</i>	<i>Deposit</i>	<i>Deposit Refund</i>	<i>Total</i>
Printing	<i>Setup</i>	<i>Printing</i>	<i>Delivery</i>	<i>Total</i>
Fliers				
Posters				
Tickets				
Wrist Bands				
Total Print Costs				
Marketing	<i>Make Photo Ready</i>	<i>1st Run</i>	<i>2nd Run</i>	<i>Total</i>
Print Ads				
Radio Spots				

Internet & New Media				
Marketing Totals				
Event Insurance	<i>Premiums</i>	<i>Deductible</i>		<i>Totals</i>
Projected Expenses				<i>Projected Totals</i>
Actual Expenses				<i>Actual Totals</i>
Losses/Profits			Grand Total (+/-)	

This is a very basic budget you will have to modify it to fit your particular event. Move the sections around and rename them to make sense to you. Don't worry about a formal layout.