Live Entertainment Brief: Checklist for Event Planners

Send us what you know. Gaps are fine; we'll help fill them.

1 The essentials

- [ ] Date
- [ ] Venue and postcode
- [ ] Arrival, set-up and performance times
- [ ] Your contact details
- [ ] On-the-day contact

2 Audience and purpose

- [ ] Type of event
- [ ] Number of guests
- [ ] Atmosphere
- [ ] Cultural context

3 Format and moments

- [ ] Background, performance or participation
- [ ] Key moments and cues

4 Venue and access

- [ ] Load-in and parking
- [ ] Stairs and lifts
- [ ] Performance area
- [ ] Power
- [ ] Indoor or outdoor

5 Sound and production

- [ ] PA
- [ ] Sound limiter
- [ ] Curfew
- [ ] AV or production contact

6 Timings

- [ ] Running order
- [ ] Set lengths
- [ ] Breaks
- [ ] Clear-down time

7 Practical details

- [ ] Dress code and branding
- [ ] Changing space
- [ ] Refreshments
- [ ] Insurance documents

8 Requests

- [ ] Repertoire
- [ ] Music to avoid
- [ ] Cultural considerations

9 Budget

- [ ] An indication helps us recommend suitable options

Notes