

# **Nightclub & Events Forms**

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

**ISBN: 978-0-557-00147-7**

**Lulu Press ID: 3757933**

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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*

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

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

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

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.