



EVENTS & ENTERTAINMENT

The Wedding & Gig Guide Checklist

A simple planning guide for couples, venues and artists — ten things worth settling before the music starts.

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01 Secure the Date & Confirm Booking

If you are interested in an artist or band

- Ask them to pencil in the date while you decide
- Availability changes quickly, especially in peak season
- Pay the deposit to confirm the booking

Always confirm

- Date(s) and performance times
- Number of sets
- Venue address
- Payment terms

02 Plan Timings & Event Schedule

Be clear with set times and running order

- Example: 4:00–5:00pm and 6:00–7:00pm
- Ceremony, drinks reception, dinner, dancing, finish time

Important

- Long gaps may incur waiting fees
- Update artists immediately if timings change

03 Payments & Costs

Always confirm the full total upfront. This ensures a secure and fair system for all parties.

Confirm before the event

- Deposit and final balance
- Payment method
- Travel costs and all additional fees

Possible extra costs

- Parking, waiting time, early setup or late finish
- Congestion or toll charges
- Bespoke song creation
- Lighting hire, PA system hire or upgrades
- Additional musicians or performers
- Size of audience (over 100)

Payment terms — our process

- Clients pay the full balance before the event
- We release payment to artists within 72 hours after performance
- Payment is subject to successful completion and client satisfaction

04 Setup, Access & Parking

Most artists arrive 45–60 minutes before performing

- Performance space size and power access
- Extension leads and load-in route
- Parking location and distance from venue

Best setup

- Central
- Visible
- Away from walkways and exits

05 Venue Requirements & Logistics

Check in advance

- Live music permitted
- Sound limiter (if applicable)
- PA system provided or required
- Tables and chairs available

Venues may require

- Public Liability Insurance (PLI)

06 Green Room & Artist Needs

If these are unavailable, inform artists early.

If possible, provide

- A private waiting area
- Safe storage for equipment

Also confirm

- Food and drink provision
- Break arrangements

07 Entertainment Style & Options

- Acoustic — relaxed and elegant
- Jazz — background ambience
- Covers band — dancing and energy
- DJ — late-night party

Consider

- Guest age range, venue style and energy level
- Some artists offer combined packages (live plus DJ)

08 Song Requests & Repertoire

Artists perform from carefully curated repertoires, so reviewing setlists early helps find the right fit for your event.

Send early

- First dance
- Ceremony music
- Special requests

Notes

- Some songs may carry learning fees
- Early notice improves performance quality

09 Communication & Coordination

Keep communication simple

- One main contact
- One email thread
- Written notes after calls

Share

- Timings, setup details and access information
- Any changes immediately

10 Successful Events Depend on Clear Planning

If changes occur, inform artists early so they can adjust smoothly.

The best events happen when

- Timings are clear
- Logistics are prepared
- Expectations are set early
- Everyone communicates openly

READY TO PLAN YOUR EVENT?

Tell us the date, the venue and the sound you have in mind, and we will shortlist acts that fit — no obligation.

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