**Wanting a dedicated Booking agent to handle all your enquiries?**

**Artist Bookings – Booking Agent Service**

Thank you for considering my services as your dedicated booking agent. As your booking agent, my primary responsibility is to handle all your booking enquiries, quote for jobs, manage travel and accommodation, and negotiate contracts on your behalf. This document outlines the key aspects of my work and highlights the value I bring to the table.

**Benefits of Choosing Artist Bookings as Your Dedicated Booking Agent:**

* Time and energy savings, allowing you to focus on your craft.
* Professional representation to enhance your credibility.
* Access to an expanded network and diverse opportunities.
* Expertise in contract negotiation to secure fair terms.
* Streamlined logistics management for stress-free performances.
* Increased exposure and visibility through strategic promotion.
* Support and guidance to make informed career decisions.
* Efficient financial management for timely and accurate payments.
* Partnering with Artist Bookings provides these advantages, supporting your career growth and success in the music industry.

**How I Work:**

* Respond to job enquiries, providing clients with information about your fees and technical requirements.
* Ensure clarity regarding call times, sound checks, performance lengths, and sets.
* Coordinate travel and accommodation arrangements.
* Conduct contract negotiations.
* Confirm your interest and availability.
* Invoice clients and process artist payments.
* Provide artist profiles, bios, and photos to clients.
* Handle additional logistics such as parking, bump-in times, meals, site inductions, and run sheet adjustments depending on the gig and location.

**How We Work:**

You provide me with the following information:

1. The type of work you wish to do (festivals, corporates, government gigs, etc.) or not do (specific venues/people/organizations you prefer not to work with).
2. Your fee structure, including different pricing options:
   * Allow me to select the most appropriate fee for each gig and advise you accordingly.
   * Establish a base performance fee for a specific duration (e.g., 2 x 45-minute sets).
   * Provide discounts for schools, aged care, kindergartens, or specific demographics.
   * Indicate whether you are registered for GST (Goods and Services Tax).
   * Alternatively, have a flat fee for all clients.
   * I add a 20% fee plus GST (if applicable) on top of your fee and quote it to clients.
3. Your bank account and any pay ID details for payment processing.
4. Your tech rider, specifying the equipment you provide and any requirements for your performance.
5. Your meal requirements, including allergies and preferences.
6. Your travel and car requirements, such as travel fees for gigs located outside a specific area or parking needs.
7. Up-to-date images, demos, and video clips.

**Clients and Us:**

* When a client seeks to book you, I use the provided information to develop a quote and check your availability.
* If the client accepts the quote, I send you a contract to sign, which includes all relevant details such as your fee, equipment arrangements, timing, parking, meals, accommodation, and travel information.
* I communicate any changes, such as call times, reschedules, venue changes, etc., and keep you informed.
* I share your contact details with clients as requested.
* I handle invoicing and payment management with the client.
* You invoice me after the gig, and I ensure payment is made within five working days.

**How You Work:**

* Include a dedicated Booking Agent link on your social media, website, or linktree. For example
  + Use the Artist Bookings enquiry form (<https://artist-bookings.com/contactus>)
  + Forward booking requests to my email address ([leanne@artist-bookings.com](mailto:leanne@artist-bookings.com)) and include my phone number (0428785000) on all your promotions
  + CC us on your contact page and message features.
* Be prompt in responding to texts and phone calls regarding bookings.
* Keep me informed of any changes in availability.
* Maintain a respectful and open communication with Artist Bookings staff, expressing any concerns.
* Refer all future booking enquiries to Artist Bookings and tag Artist Bookings in all social media posts related to your gigs.

**What I Don't Do:**

I do not schedule tours or book venues, write press releases, or manage touring schedules.

**Please feel free to reach out if you have any further questions or require additional information**.

Leanne Gunnulson

Booking Agent

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