



GIG CHECKLIST:

Checklist for pre-booking: (before the phone ever even rings...have these)

- general contract or letter of agreement
- general invoice
- Technical rider
- Several costumes to choose from (rated from G to R)
- Pricing sheet with several packages for clients to choose from (acts, apparatus, ambient options)
- Own your own equipment
- rigger you know personally and can trust
- Online promo kit for reference
- cell phone and email you check DAILY
- pricing structure you feel comfortable with
- Personal liability insurance up to date
- willingness to perform this myriad of functions

Checklist for pre-performance: weeks prior to the event

- well-rehearsed act or skill set on relevant equipment
- additional insured certificate acquired if requested
- signed contract
- invoice sent and down payment received
- rigging arranged and confirmed
- contact the DJ/club owner/Uncle Jerry who runs the CD player, to get them your music WELL before the event in their preferred format
- costume prepared and approved with client if needed
- hair and makeup planned ahead (and practiced, if needed)

Week of checklist:

- Contact DJ/sound guy/stage manager/agent and confirm they have your music and your cues.
- Confirm your timeline with the client: arrival, set time(s), departures AS WELL AS rigging and de-rigging. Don't let this be a mystery!
- Rehearse as needed
- Rehearse IN COSTUME if you've never performed in the costume before

Day of:

- music in preferred format, emailed to yourself as .mp3, and one more backup method.
- Costume with all necessary underthings, backup costume in case of costume catastrophe
- printout of proof of insurance, contract, rider, and invoice on-hand
- EAT FOOD
- bring water and food to event, even if it's in your rider to have it provided