Booking confirmation / Check list

|  |  |  |  |
| --- | --- | --- | --- |
| CLIENT |  | | |
| Contact Name |  | Phone: |  |
| Performance date |  | | |
| Times |  | | |
| Sets |  | | |
| Venue |  | | |
| Address |  | | |
| Fee (GNR) |  | | |
| Arrival |  | | |
| Parking |  | | |
| Access |  | | |
| Performance area/size |  | | |
| Production |  | | |
| Power |  | | |
| Accommodation/meal/drinks |  | | |
| Promotion |  | | |
| Capacity |  | | |
| Special requirements |  | | |
| Map supplied |  | | |
| Set list supplied |  | | |
| Payment | COD or EFT to: A Laver BSB:062 504 Acct: 10459043 | | |

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| Pengopuss admin section | |  |
| Client approved: Y/N | Invoiced: Y/N | Payment received: Y/N |