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  |

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