

BVB Gig Organiser's checklist

brigstovewillageband.com

Name of organisation making booking:

Contact person from booking organisation (phone + email)	
BVB Link person (phone + email)	
Day, date + time of performance	
Venue	
Address	
Parking + access arrangements	
Indoors or outdoors? If outdoors, type of cover for shade, moisture, rain	
time to assemble / go in to set up / rehearse	
Seating? Armless chairs needed	
Who will meet us / let us in / lock up?	
Where do we put bags, cases, coats, securely?	
Performance area (size, gradient, steps)	
Disabled access?	
Toilets – where?	
BVB performance	
Background or to listening audience?	
Themed? If so, what theme?	
Performance length. If break, how long?	
Creative / set list person – who?	
Who will put it on the website?	
Who will front it?	
Words – singing – dancing – Briggy?	
Microphone – needed by venue / audience? Who will set it up, work it?	
Payment + Refreshments	
Amount of donation	
When + how to be paid	
Invoice required?	
BACS preferred	Account name: Brigstowe Village Band
BVB Treasurer: Chris Mapp	Account number: 72071768 Sort code: 30-99-38
Refreshments (indication of what sort). When available for the band	
Travel directions for BVB members from major landmark / road junction provided by host at venue	
Feedback form sent / reply to go to steers / website?	

LJ + HJ 11/9/25