

1. Contact details		
Person/organisation booking the band (phone + email)		
Link person for BVB (phone + email)		
2. Date + time of performance		
3. Venue		
Address		
Parking + access arrangements		
Indoors or outdoors? – time to go in to set up or rehearse - is there seating? - who will I meet us / let us in ? - any locking up arrangements ? - where do we put bags, cases, coats		
If outdoors - What cover is provided if moisture in the air ? - what if it rains ?		
Performance area (size, gradient, stage?)		
Disabled access?		
Toilets?		
PA system?		
4. BVB Performance		
Background or to audience		
Themed performance? If so, what theme		
Who will put set list together? And put it on the website?		
Singing?		
Country dancing with caller?		
5. Payment		
How much?		
When + how to be made		
By whom and to whom		
6. BVB members a		
Travel directions		