

Planning a music event

Firstly, get an idea of what bands you'd like to have. A band's popularity will determine what kind of venue space you'll need.

1. Find a venue

If you have a venue in mind, get in touch. Otherwise do a bit of research and consider asking these questions:

- How much will they charge you?
- Do they have any restrictions that you need to think about (over 18's only, times you can play, how many people are allowed)
- Do they have a P.A. system?
- Do they provide a sound engineer (aka. mixer)? If so, how much is the charge?
- Is their capacity suitable to how many people you're expecting?
- Is the stage suitable for the bands (is it big enough)?

2. Once a date is locked in, speak with some bands

Think about the bands you want. Then contact them directly, via email, or through their facebook page. Depending on what bands you ask, they sometimes have booking agents.

- Ask if they're available, and to confirm with you within a deadline if you're pressed for time.
- Can they do the show for free? If not, how much would they be asking for?

3. Equipment (aka. backline)

Can you provide a backline? This usually consists of a drum kit, 2 x guitar amplifiers (head and quad box - unless it's a combo amp which means both things in one) and a bass rig (a bass head and quad box). Note that you cannot use guitar amplifiers for the bassist (otherwise it will make the equipment go "kapow" due to the low frequency)

- If you don't have this stuff, ask the bands playing if they can provide their equipment as a backline. Usually the first band is the best to ask, since they'll be getting in first and they can set it up for you
- Make sure the bands bring their own leads (which is the cable that goes from the guitar/bass to the amplifier). It is also common for drummers to bring their own pedals and cymbals (unless it okay for the drummer providing the kit to loan his out to everyone else).
- Ask the venue if they can provide everything else, like the P.A. system, the remaining leads and the microphones (for the amplifiers and the vocalist - which are different microphones).

4. Promote your gig

Have a friend who knows how to design things? Ask them if they can create you a gig flyer / poster! You'll need to include:

- * the bands playing (with the headlining band at the top, then going down to the openers)
- * the date
- * the venue
- * "Doors" (which means what time the gig's doors open starts)

Give out the flyers at other gigs, put the posters in shops, post them online on forums, create a facebook event page and spread the word!

Holding a music event

5. Create a set list

Create a set-list. Determine how long you would like each band's set to play and then write up the schedule for the evening. For example:

Doors: 7:00pm

1st Band: 7:30pm - 8:00pm (30 minute set)

2nd Band: 8:20pm - 8:50pm (30 minute set)

3rd Band: 9:10pm - 9:40pm (30 minute set)

4th Band: 10:00pm - 10:40pm (40 minute set)

20 minutes is usually okay for bands to arrange themselves off and on stage, but you need to be clear to them that you expect them to follow the schedule (so make sure you tell them in advance as possible). If they want to play longer, negotiate it based on what your venue curfew is :)

6. One the day

Arrange to have someone you trust be the door person (or a few people). They will collect the payment, and stamp payers as they come into the gig (so you know they've paid, and so they can use the stamp as a pass out to come back in later). Depending on how much you charge make sure:

- they have a cash tin,
- a float (money to start with - including plenty of change);
- and a note pad so they can tally the payers as the gig progresses (if you wish to know how many people have come at the end of the night). If someone is a VIP or needs to be "on the door" (come in for free), then make sure the door person has a "door list" where they can tick off the names as people arrive.

7. After the event

Let us know how it went. Send through your photo's, share with us any stories and we'll give you the details to send through the money you raised.

Thank you!