



## A GUIDE TO BOOKING GIGS AT THE EVELYN

Welcome,

So you want to book a show at the Evelyn Hotel, here is a guide on how to do just that.

When it's time to email the booker and propose the show be as straight forward and concise as possible. **Please include the following in your emails:**

- Proposed dates and lineup
- Links to your social media pages (Facebook/Twitter/Soundcloud/Bandcamp – NOT Myspace/ReverbNation)
- Proposed door charge for the night. Keep in mind that 'The Evelyn' takes \$2.00 from each head through the door.
- A brief plan for how you're going to promote the show

If you're just starting out, it's a good idea to approach some bands that have already been gigging for a while to play alongside of. This means that you will draw punters from outside of your usual circle.

Select a night of the week you think you'd be suitable for – remember we are a 350 capacity venue, so Friday and Saturday nights are usually reserved for bigger launches and established acts. Make a list of dates you'd like to play on, by having a list of multiple dates it reduces the back and forth emails. It's best to email the booker 4-6 weeks in advance of the date you're after.

Some extra tips: Don't include any files in your email (mp3s, word docs, pdf's), it will fill up the bookers email and they'll most likely not open the file, you should make it as easy as possible to find information on your band with as few clicks as possible. Do not include your bio in the email, this information should be on your social media pages.