

contact sheet

DUE WITHIN 7 DAYS OF RECEIVING A CONTRACT/CONFIRMATION OF AN OFFER

Try and list both business and cell phone number contacts for each.

AGENCY:

ARTIST CONTACT (IF APPLICABLE):

ROAD MANAGER (IF APPLICABLE):

VENUE COORDINATOR/MANAGER:

CATERING/RESTAURANT INFORMATION:

POLICE/SECURITY:

RUNNER:

OTHER VENDORS:

HOTEL AND HOTEL CONFIRMATION NUMBER:

AIRLINE/OTHER TRAVEL NUMBER AND FLIGHT INFO:
