

## Logistics

Stage Size	
Stage Location	
Venue Noise Restrictions	
Stage Power Source	
Stage Power Location	
Suitable Location for the Band Mixing Desk if needed	
Dance Floor Size	
Dance Floor Location	
Loading Dock Location	
Loading Dock Proximity to Parking and the Event Venue and Stage	
Flat Load or Stairs and Lift	
Changing Room location and facilities provided	
Name of person at the Venue responsible to meet, induct and direct for set up	
What time can the artist get access to the Event Venue?	

## Production

Is there an In House PA?	
If Yes, can the Function Manager provide Specs?	
Can the Artist bring their OWN Production?	
Is there Lighting set up in the Event Room?	
Do you have special lighting requirements?	
Do you need a Microphone for Speeches?	
Do you need a Microphone for special performances?	
Where can the Artist set up the equipment?	
Can the venue provide a table and chair to use in the Production set up?	

## Special Songs

Will you have a special wedding playlist on your iPod ready for the Artist?	
Will you have a special wedding playlist printed ready for the Artist with songs to play, what times and for what purpose so that the Artist can make sure the song is played through their PA at the right moment?	
Does the Artist need the facility to plug your iPod into their mixing desk via head phone socket?	

## Special Needs

Hospitality Rider Organized for the Artists Meal for each performer + Water + Soft Drinks	
Entertainment Look Specified Colours/Themes/Styles etc	
Special Requirements eg Special Performances, Dances, Presentations	
Particular Songs to Play at Certain Times at Event	

## Times

What time will your wedding guests be arriving at the Event Venue?	
What time will you be serving canapes?	
What time is Cocktail Hour? Start and Finish times?	
What time will your guests be seated for Dinner?	
How long will Dinner be served and eaten?	
What time will you cut the Wedding Cake?	
What is the name and email address of the MC? The Band or DJ needs to chat with the MC prior to the Wedding Event to ensure they can work together through the official part of the Event.	
What time are the speeches?	
Are there any special performances happening during the Speeches time where they need the use of the microphone or music player from the Band or DJ? Who is responsible for managing all resources and execution of this?	
What is the time of the First Dance?	
What is the time for the special family dances - Father Daughter OR Mother Son Dance?	
What is the age group of the Wedding Guests?	
Any restrictions that the Band or DJ needs to be aware of about song selection?	
What time will the Bride and Groom farewell their Wedding Guests?	
What time would you like to finish the Band or DJ?	
What time does the venue require for completion of equipment load out?	
Name and Whereabouts of Person responsible for paying Artist on the Night	
Name and Whereabouts of Person responsible for playing security for the Artist on the Night	
Name and Whereabouts of Person responsible for playing Event Management for the Artist on the Night (very discreet person to deal with your guest's feedback about the artist such as requests and volume control.)	