

# #WEDDING BAND

A GUIDE TO LIVE MUSIC FOR YOUR BIG DAY

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## **Introduction**

This is your special event. It is not often in your life that you will have to deal with Performers and Venue Managers. Typically, the majority of good wedding reception venues & corporate event venues are set up for a band or DJ and will have an in house guide to assist all parties in ensuring that the night goes off smoothly.



This guide is designed to assist you in booking and planning for the Live Entertainment for your event, covering all the most important aspects such as quality, play lists, experience, references, equipment and costs. Use it, reclaim your time, and minimise your stress to enjoy your wedding more.

## **Does the venue accommodate live music?**

The number one thing to do is checkout your Reception Venue's FAQ to ensure that they have the facility to accommodate a band or a DJ. Use this guide as your checklist before you book and pay your deposit.

Do they have a stage? How big is it? Do they have noise restrictions? Are there limitations on the style of music you can have? Get the lowdown on what the venue can support before you commence on your Wedding Band journey.

Most party bands will require approx. 5 meters wide x 4 meters. They will have PA speakers positioned either side and in front of them, with lighting equipment stands either side or over the top of the performance area.

Some bands also require additional space of approx. 2 x 1 meters on the opposite of the room in which to position their sound engineer and mixing desk. This area will also require 1-2 standard plug sockets and a 6ft table on which to place the mixing desk and sound equipment.

If you're holding an event in a Marquee, arrange with the Marquee hire company that sufficiently powerful generator be provided, or that a dedicated outdoor electricity supply with at least 6 plug sockets is made available exclusively to the band. This supply should not be shared with anyone else or over overloading may occur.

## **Dance Floor**

Check that your venue provides an adequately sized dance floor if you are hiring a party band or if you plan to be dancing. Pushworth bands will get all your audience up and dancing therefore a good-sized dance floor is essential.



## **Electricity Supply**

Check that the venue has at least 3-4 standard plug sockets in very close proximity to the bands performance area. Bands will bring extension leads and multi-plug adapters as required, but it is useful if easy access to power is available.

## **Loading In Equipment**

Check in advance that the band has easy access to the function room. Huge flights of stairs and very long corridors make loading in time increase to the point that your event schedule could be seriously affected.

If the band cannot park and unload their equipment within 50 yards of the room, or if they must carry equipment up more than one flight of stairs, please ask the venue to provide trolleys and specialist lifting equipment as required. Alternatively, please arrange with the venue that several strong male members of the venue staff are made available to help the band load in.

If lifts are to be used to move equipment, please have the venue arrange that they are to be used exclusively by the band for the period required to finish loading in and out. Some busy venues can have lift systems, which take 20 minutes or more to return, pushing the band way off schedule for setting up.

## **Changing Rooms**

Please arrange with the venue that the band have a room to change in. This should be well lit, private and secure with enough tables and seating for the entire band and their sound crew. If possible, close access to private toilets and washbasin are preferred.

If the band is required to arrive early and wait more than 60 minutes before their performance, it is essential that their waiting room is comfortable. Comfortable seating should be available. Please ensure the band may have access to the Rider inside the changing rooms.

Show the band to their room upon arrival and provide sole access to the room from arrival until the time when they depart.



Now that you know your reception venue can cater for live entertainment – band or DJ – the next step is to select the right artist to match your wedding plan.

## **Style of Music**

On your big day, you are creating your very own Community Festival. Sounds crazy right? However, it is important to take the tastes of your family and friends into consideration to make sure that whatever live music option you select, it is fun for everyone. Be clear about the songs that you would like to hear.

Do you want to dance?  
What mood do you want to create?

Create the soundtrack to your wedding in your head first.

Then we can match the artist!

## **Quality**

The first consideration when hiring any entertainment is quality. When booking any entertainment from Pushworth you have the peace of mind that we only work with the very best. We have very strict screening processes, which ensure that all our Bands and DJ's are reliable, well recommended, carry professional equipment and are well experienced to deliver the highest standards of performance.

We also work with our Bands and DJs to ensure standards are maintained, developing new and exciting shows for our clients.

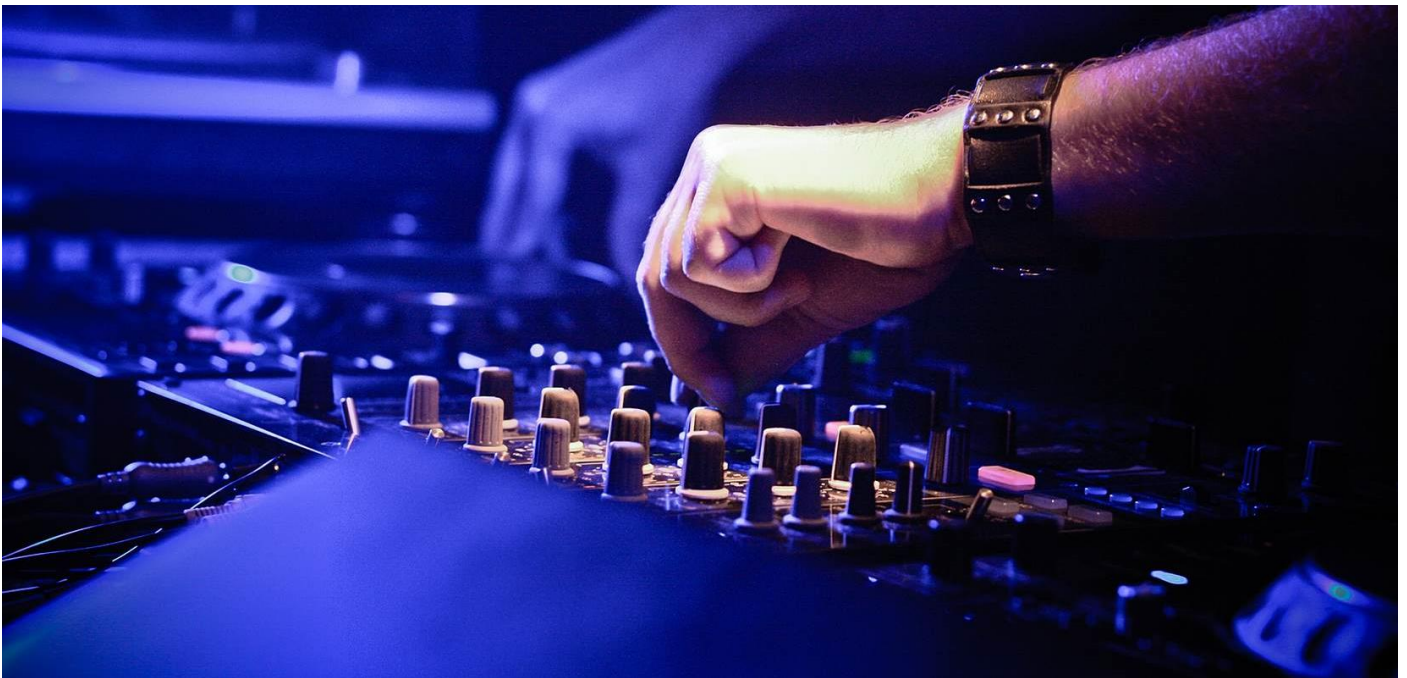
## **Experience**

A good quality function entertainer will be well experienced with many previous engagements under their belt. Most of our artists work with us 52 weeks each year at venues across the country. You will get a list of where your entertainer has worked.

## **Equipment**

Pushworth entertainers can carry quite an array of professional sound and lighting equipment to weddings. Once we know the capacity of the venue and the total guest tally, we can ensure that the equipment can cater for your audience.

Our entertainers are fully compliant, carry Public Liability Insurance, and will provide a copy of their Work Method Statement to the Venue Manager upon arrival as part of the Induction process.



## **Book in Advance**

All the best artists are booked well in advance. Many people book their band or DJ one year in advance right after they book the Reception Venue. The entertainment can make or break your special event so we encourage you to be clear about what you want

## Cost

When booking Live Entertainment it is important to understand that, you get what you pay for. Experienced Artists, bands or DJs alike - are in demand and command higher fees than newer inexperienced entertainers who may have starter range equipment. Budgets range from \$600.00 to \$6000.00 depending on the type of Artist that you book.

## Your Ultimate Playlist

In many ways, your wedding is a special event and planning the music for the reception is key to the success of your big day.

So when working with your Pushworth representative to find the best Band or DJ for you, it is important to provide a list of your special songs well in advance to ensure he can provide them for you:

- ✓ Cocktail Hour Song Selections
- ✓ Reception Entrance Song
- ✓ Dinner Music Song Selections
- ✓ Cutting of the Cake
- ✓ First Dance
- ✓ Father Daughter Dance
- ✓ Mother Son Dance
- ✓ Dance Set Song Selections
- ✓ Farewell Bride and Groom Song



## The Hospitality Rider

A Wedding is a unique event that works outside of a typical normal four-hour performance. Your entertainer will need to more than likely work for approximately eight hours as they work around the Reception Schedule. You will need to provide them with free soft drink refreshments when they load in their equipment, set up, dismantle and bump out. As the Reception Bar may be closed at this time, as the entertainer must load in all equipment well before the guests arrive, please arrange with the Venue Function Manager to provide the water and soft drinks in the Band Changing Room or beside the stage. Each entertainer will require you to provide a hot meal per person as well as selected light alcoholic beverages plus tea and coffee. Please arrange with the venue that this Hospitality Rider is served to the band either in the venue restaurant or else in the changing room before the commencement of the Reception or during a dinner break away from the wedding guests.

## Your Reception Schedule

Your Pushworth Representative will assist you in creating your Reception Schedule to ensure the logistics of your special day works like clockwork. The Band or DJ need to set up and sound check before your guests arrive and with plenty of time to ensure they have everything ready to entertain your guests and provide your event with everything that you have asked for.

Things to consider:

- ✓ What time can they get access to the Reception Venue?
- ✓ Whom do they need to meet upon arrival?
- ✓ Where can they set up the equipment?
- ✓ Can the venue provide a table and chair to use in the Production set up?
- ✓ What time will your wedding guests be arriving at the Reception 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 of the MC? The Band or DJ needs to chat with the MC prior to the Wedding Reception to ensure they can work together through the official part of the Reception.
- ✓ 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 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?



### The Look

Design your Wedding Look and let us know how you wish your entertainers to dress. Black Tie? Colour Coordination? Special Theme?

### Payment

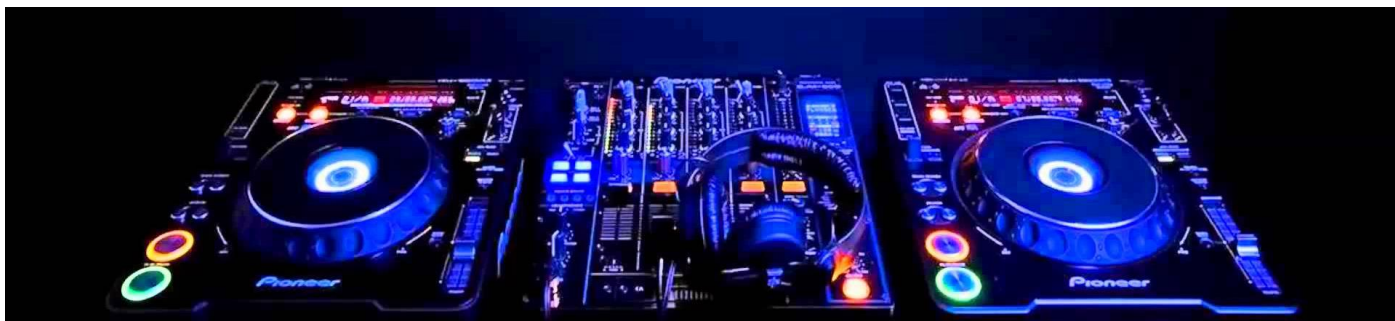
At the end of a big family day, the last thing you need is worrying about who is paying the Band or DJ late at night. Pushworth emails your invoice in advance so that you pay your 50% deposit directly to Pushworth to secure your booking. Then have the 50% remainder of the payment in cash in an envelope ready to be paid directly to the Band or DJ by the Father of the Bride or the Venue Manager just before the Wedding Reception commences.



## Artist Booking Confirmation

Once you decide that you have found “**The One**”, you will receive an event worksheet to complete and return to us including the following:

- ✓ Stage Size and location
- ✓ Venue Noise Restrictions
- ✓ Stage Power Source and location
- ✓ In House PA and Microphone for Speeches and Special Songs if needed
- ✓ Suitable Location for the Band Mixing Desk if needed
- ✓ Dance Floor Size and Location
- ✓ Loading Dock Location and proximity to Parking and the Reception Venue and Stage
- ✓ Flat Load or Stairs and Lift – details will help the Artist to prepare for this
- ✓ Changing Room location and facilities provided
- ✓ Wedding Date
- ✓ Full Venue Address
- ✓ Name of person at the Venue responsible to meet, induct and direct for set up
- ✓ Times – your entire Reception Schedule (as above)
- ✓ Special Requirements
- ✓ Special Songs to Play at Certain Times
- ✓ Use of Microphone for MC
- ✓ Name and Whereabouts of Person responsible for paying Artist on the Night



## Check the Contract

You have many things to consider on your big day. The Live Entertainment you book is not something to worry about on the night.

1. Check all the details on your contract.
2. Sign the contract, scan it, return it via email, and pay your deposit. This secures the artist **JUST FOR YOU ON YOUR DATE**.
3. Read the Terms and Conditions and ask your Pushworth booker if you have any questions.
4. Provide a copy of the Pushworth Event Worksheet to your Venue Function Manager including the Name and Mobile number of the Band or DJ. Having the Venue and the Entertainer on the one page makes it a much easier day.
5. Keep a Wedding Changes Sheet and notify us of all changes to Times, Songs, Venue Requirements, Meal Times etc

## The Big Day Check List

- ✓ Stage Size and location
- ✓ Venue Noise Restrictions
- ✓ Stage Power Source and location
- ✓ In House PA and Microphone for Speeches and Special Songs if needed
- ✓ Suitable Location for the Band Mixing Desk if needed
- ✓ Dance Floor Size and Location
- ✓ Loading Dock Location and proximity to Parking and the Reception Venue and Stage
- ✓ Flat Load or Stairs and Lift – details will help the Artist to prepare for this
- ✓ Changing Room location and facilities provided
- ✓ Name of person at the Venue responsible to meet, induct and direct for set up
- ✓ Times – your entire Reception Schedule (as above)
- ✓ Hospitality Rider Organised
- ✓ Entertainment Look Specified
- ✓ Special Requirements
- ✓ Special Songs to Play at Certain Times
- ✓ Use of Microphone for MC
- ✓ What time can they get access to the Reception Venue?
- ✓ Whom do they need to meet upon arrival?
- ✓ Where can they set up the equipment?
- ✓ Can the venue provide a table and chair to use in the Production set up?
- ✓ What time will your wedding guests be arriving at the Reception 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?
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- ✓ What is the name of the MC? The Band or DJ needs to chat with the MC prior to the Wedding Reception to ensure they can work together through the official part of the Reception.
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- ✓ 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 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
- ✓ Introduce yourself to the entertainment and welcome them to your event.
- ✓ Keep the Band or DJ updated – especially if your event runs behind schedule. Most Entertainers are very flexible with changes to start times as long as they do not have another performance booked directly after yours. Consider that they also may need to make changes to their show if performance lengths need to be changed.
- ✓ Organise ONE Delegated person to play security – keeping unruly or annoying guests away from a polite struggling entertainer.
- ✓ Organise ONE Delegated very discreet person to deal with your guest's feedback about the artist such as requests and volume control.
- ✓ Organise ONE Delegated person to thank the artist upon the completion



## About Us

Established in 1990 by [Manny Kyriakidis](#) and [Nichola Burton](#), [The Pushworth Group](#) is an Australian full-service Event and Entertainment Music agency has been home to Grammy, ARIA and APRA award winners for more than two decades. As one of the most respected and longest run agencies in the country, Pushworth has played a fundamental role in Australian events and the careers of entertainers for over 30 years.

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