

SPECIAL EVENT ENTERTAINMENT CHECKLIST

Corporate - Private - Convention - Awards - Gala Dinner - Charity Event.



Your name

Event date

Plan the detail. Print your checklist.

Logistics

So nothing is left to chance.

When logistics are handled properly, there's no scrambling, no awkward delays, no last-minute stress. Just smooth delivery, confident performers and a celebration that flows exactly as it should.

- ☐ Stage Size
- ☐ Stage Location
- ☐ Noise Restrictions
- ☐ Power Access
- ☐ Dance Floor Size + Location
- ☐ If Outdoors, is Stage Covered?
- ☐ Access Time for the Artist?
- ☐ Allocated Parking Spot for Entertainer
- ☐ Allocated Parking Location
- ☐ Time Artist can Access the Venue to Set Up and Sound Check
- ☐ Flat Load or Stairs and Lift?
- ☐ Loading Dock Location
- ☐ Loading Dock Proximity to Parking and the Event Venue and Stage
- ☐ Changing Room location and facilities provided
- ☐ Specific Venue OHS Brief
- ☐ Name of Venue OHS Officer to report to for Event Induction
- ☐ Name of Event Manager to check in with upon arrival

Sound Equipment

Great Music needs Great Equipment!

The Sound Equipment checklist ensures your live music is delivered with clarity, balance and impact - whether it's an intimate dinner or a full event dance floor. Power supply, speaker placement, microphones, backup plans and volume management all matter more than most organisers realise.

When production is right, the music feels effortless. When it's not, everyone notices. This checklist keeps the focus where it belongs - on the celebration, not the speakers.

- ☐ 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 Scheduled Event Performances or Presentations?

- ☐ Where can the Artist set up the equipment?

- ☐ Can the venue provide a table and chair to use in the Production set up?



Event Running List

Flow matters more than you think.

Your Event Band isn't just playing songs - they're quietly steering the rhythm of the night.

An Event Running Sheet gives them clear visibility of speeches, meal service, keynote speakers, presentations and awards, formalities, special announcements and key transitions. With that structure, they can liaise smoothly with the MC, adapt to timing shifts, and cue music precisely when it's needed.

When your musician understands the flow, the evening feels seamless - no awkward pauses, no missed moments, just a celebration that unfolds naturally from start to finish.

☐ Name of Person to Report to Upon Arrival

☐ Name of MC

☐ Name of Key Note Speaker

☐ Name of Presentation Manager

☐ Name of Event Manager

☐ Guests Arrive time

☐ Food Service Times

☐ Presentation Times

☐ Key Note Speaker Times

☐ Scheduled Activity Times

☐ Speeches

☐ Dinner Music Sets Start and Finish Times

☐ Dance Music Sets Start and Finish Times

☐ Music Finish

Hospitality and Administration

Clear expectations, smooth delivery.

Your event musician isn't just playing songs - they're quietly steering the rhythm of the night.

An Event Running Sheet gives them clear visibility of event activity to manage key transitions. With that structure, they can liaise smoothly with the Event Manager and MC, adapt to timing shifts, and cue music precisely when it's needed.

When your musician understands the flow, the evening feels seamless - no awkward pauses, no missed moments, just a celebration that unfolds naturally from start to finish.

- ☐ Meal per Person in the Band
- ☐ Water and Soft Drinks Per Person in the Band
- ☐ Dressing Room or Area for Band to Take Breaks
- ☐ Agree on Times, Songs, Style, Specifics and Payment
- ☐ Sign Contract
- ☐ Pay 50% Deposit to secure the Artist
- ☐ Send Spotify Links for Specific Songs
- ☐ Fine Tune the Running Sheet
- ☐ Pay 50% Remaining Balance





YOUR SPECIAL EVENT

Find the perfect act for your Special Event.

Explore our Artist Directory for live music, DJs and an array of variety acts. Bring your HAVE TOs to your enquiry and we'll help you plan the music around the entire event.

[Special Event Entertainment Enquiry](#)

[Check out the artist Directory](#)