



VOLUNTEER JOB DESCRIPTION

BOOKING PERFORMANCES

- Initial contact from artist to you, copy to “Other” booking agent in case you're gone (OR we change the e-mail addy online every time you're not here)
This means that the back-up person doesn't answer the artist unless s/he knows you're out of town.
- vet the music
- negotiate time and price details
- ask them for their blurb for the website
- remind them to go back to website to refer to Responsibilities/Poster Info.
- put the initial info & blurb on the web/Calendar
- *Ticket creator checks Calendar and prepares and delivers tix to Kingfisher*
- handle any queries re sound, check-in and other needs