

Email confirmation after booking



After a booking conversation, whether by phone or email, it is extremely important to summarise this information to make sure that everyone is in agreement, as well as to highlight how you will be working together in the period leading up to the performance. This can be relevant for both companies and venues, and as contracts are often issued much later in the process, this can be used as evidence in case of any disputes.

Hello,

Your booking of **SHOW by COMPANY** is confirmed. Please confirm if you will be issuing a contract for the engagement, or would like us to contract you.

Please forward this email to the relevant contacts responsible for your marketing and technical. You can find our contact information at the end of this email.

PROGRAMMING:

Please check, complete and return the booking table below.

(Complete sections for which you already have information.)

Date & Time	Venue capacity	Expected audience	Deal	Ticket prices	Print requests
		If you are on a split, an expected audience figure is very helpful but otherwise may not be necessary		Full: Conc.: Other:	list the sizes your company provides or your standard print request

MARKETING:

- Brochure copy and images will be sent by [method, date](#).
- *We will / Please send A3 and A4 posters, and A5 flyers for the production. Our standard print request is ... / Please complete the form above to confirm the quantity of each you will require.*
- Add specifics! Will flyers include venue info? Will posters have a strip for overprinting?
- Any details of any other marketing materials – e.g. whether you will send a marketing pack; your social media contact details; if you will be contacting local/national press, etc.

TECHNICAL:

- Please find attached the preliminary rider for the show, please contact us with any concerns. [Don't forget to attach it!](#)
- Do remember that this show requires [highlight specific tech requirements such as hazer, piano, and an approx. get in time, etc.](#)
- The company (if [possible specify who](#)) will be in touch closer to the performance date to confirm final requirements with more specific requirements including [list these needs here](#).

We're looking forward to working with you to make this show a success. Please feel free to get in touch with any questions or concerns.

Contacts at COMPANY/VENUE :	
NAME, contact info	for e.g. programming and contracting queries
NAME, contact info	for e.g. financial enquiries and box office figures
NAME, contact info	for e.g. tour management and technical queries
NAME, contact info	For e.g. marketing and press queries