

Band Booking Email Checklist



Before You Email:

- ☐ Identify venues that match your genre and typical draw
 - ☐ Check if they've hosted similar artists
 - ☐ Gather your assets (video, EPK, links, promo plan)
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In Your Email:

- ☐ State who you are (band name, genre, location)
 - ☐ Include a specific date range for availability
 - ☐ Mention why you're a good fit for that venue
 - ☐ Add live video link + EPK + socials
 - ☐ Mention draw size and how you'll promote
 - ☐ Include your email address for replies
 - ☐ End with a clear ask ("Are you currently booking for these dates?")
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Follow-Up (After 5–7 Days):

- ☐ Keep it polite, short, and reply in the same thread
 - ☐ Mention your previous message + date
 - ☐ Ask if there's any availability or interest
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Helpful Links:



[Cold Email Template](#)



[Follow-Up Email Template](#)



[EPK Checklist](#)

