

PREMIER BOOKING PACKET

REID POOLE MUSIC

Performance Agreement + Wedding Music Planning Questionnaire

Elegant, editable templates for weddings, private events, venues, festivals,
and corporate bookings.

How to use this packet

Duplicate this template for each client. Replace the bracketed placeholders, remove unused sections, then export the final copy as a PDF for signature or review.

Client name	{{CLIENT_NAME}}
Event date	{{EVENT_DATE}}
Venue	{{VENUE_NAME}}
Venue address	{{VENUE_ADDRESS}}
Performance time	{{PERFORMANCE_TIME}}
Ensemble size	{{ENSEMBLE_SIZE}}
Total fee	{{TOTAL_FEE}}
Deposit amount	{{DEPOSIT_AMOUNT}}
Remaining balance	{{REMAINING_BALANCE}}
Special notes	{{SPECIAL_NOTES}}

Client-ready language

Thank you for considering Reid Poole Music. This packet keeps the creative details, logistics, and agreement terms in one polished place so the event feels calm, personal, and well-planned.

Performance Agreement

Client and event details

Client / planner	{{CLIENT_NAME}} / {{PLANNER_NAME}}
Email / phone	{{CLIENT_EMAIL}} / {{CLIENT_PHONE}}
Event date	{{EVENT_DATE}}
Venue	{{VENUE_NAME}}
Venue address	{{VENUE_ADDRESS}}
Performance window	{{PERFORMANCE_TIME}}
Ensemble	{{ENSEMBLE_SIZE}}
Sound provided by	{{SOUND_PROVIDER}}

Payment terms

Total performance fee	{{TOTAL_FEE}}
Deposit due to reserve date	{{DEPOSIT_AMOUNT}}
Remaining balance	{{REMAINING_BALANCE}}
Balance due date	{{BALANCE_DUE_DATE}}
Payment method	{{PAYMENT_METHOD}}

Core terms

- Date is reserved after agreement signature and deposit receipt.
- Client provides safe performance area, reasonable load-in access, and any required parking or vendor credentials.
- Outdoor performances require weather protection, shade when appropriate, and a stable performance surface.
- Custom arrangements and special song requests are quoted separately unless included in writing.
- Cancellation, postponement, and severe-weather changes should be handled in writing as early as possible.
- Final schedule, announcements, and music notes should be confirmed two weeks before the event when possible.

Client signature	_____ Date: _____
------------------	-------------------

Artist / representative

Date: _____

Wedding Music Planning Questionnaire

Ceremony music

- Processional song(s): _____
- Bride / main entrance song: _____
- Recessional song: _____
- Special moments or cultural traditions: _____

Cocktail hour / reception

- Preferred feel: relaxed / upbeat / elegant / dance-forward
- Must-play songs: _____
- Do-not-play notes: _____
- Announcements or cues: _____

Venue logistics

- Planner or day-of contact: _____
- Load-in time and entrance: _____
- Power location / stage size: _____
- Parking, green room, meals, or vendor notes: _____

Sample Set Lists

East Coast Swing / Cocktail Set	Ain't Misbehavin' All of Me Blue Bossa Fly Me to the Moon I Got Rhythm It Don't Mean a Thing On the Sunny Side of the Street
Funk Brass Band / Party Set	Cissy Strut Chameleon Feel Like Funkin' It Up I Wish Pass the Peas September Street Parade

Song request guide

- Send must-play songs as early as possible.
- Include artist names or reference links to avoid confusion.
- Custom arrangements are most successful with four or more weeks of lead time.
- A short do-not-play list is helpful for weddings and corporate events.

FAQ + Final Checklist

Can we request songs?

Yes. Standard requests are welcome. Custom arrangements require advance notice and may include an arranging fee.

Can you play outdoors?

Yes, when weather protection, shade, power, and a stable performance surface are provided.

Do you bring sound?

Small sound can often be included. Larger rooms, outdoor stages, or full-band events may require production support.

When should final details be due?

Two weeks before the event is ideal so the music plan, schedule, and logistics are clean.

Final checklist

- Signed agreement returned
- Deposit received
- Venue contact confirmed
- Schedule and performance windows confirmed
- Song requests finalized
- Load-in, parking, and power confirmed
- Remaining balance scheduled