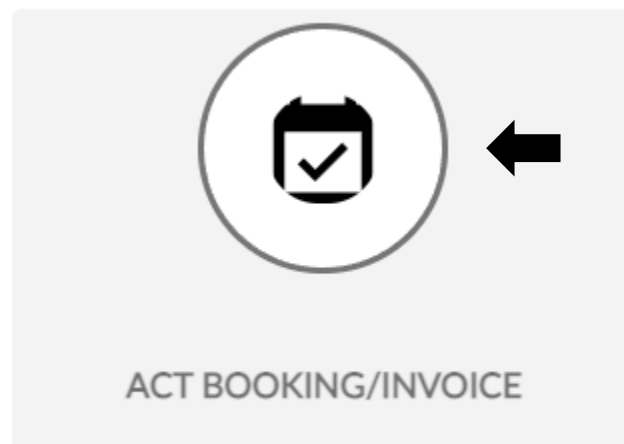


HOW TO CREATE ACT BOOKING

1. Select the "Create Booking" option in the menu on the left.



2. Click on the "Act Booking/Invoice" button to start the process.



3. To create a new reservation, fill in the information requested, each section will be explained in more detail below.

4. **Date and Time Details:** manually input the start date, start and finish times, load in time and sound check times.

- To select the start date, click on the calendar icon to the right.

Date Start

Thu, 02-12-2021



- To select the start time, end time, load start, load end, sound check start time, and sound check end time, click on the box below. This will show you the available options. They all work the same way using a dropdown menu.

Time Start

1:00am



12:00am

12:30am

1:00am

1:30am

2:00am

2:30am

5. **Client Details:** enter all the client's details (the party who are requesting your services) in this section. Their email address is needed so that we can send them your invoices.

Company / Client Name

Whozup

Contact First Name

Whozup

Contact Last Name

Test

Contact Address

Provincia de Alajuela, Alajuela, Costa Rica

Contact Phone

12345678

Contact Email

info@whozup.com

6. **Event / Venue Details:** enter the event title and venue details. The event title will appear in the description on your invoice. If the event is ticketed, enter the ticket's URL (website address) in the allocated field to create a link to the venue profile page on the ticketing site. You can edit this any time during the booking process.

Event Title

Venue Test

Provider

Venue

Venue Test

Venue Contact

Venue Test

Venue Address

Alajuela

Venue Phone

12345678

Venue Email

luis.araya18@hotmail.com

Ticket URL

- When you type in the Venue field, Whozup will show you the available results so that you can select the right venue.

7. **Act Details:** select the Act that will be performing the gig.

- By choosing the act type and the lineup, Whozup will show you the available events

Act Type: Musician/Band X ▾ Lineup: Solo X ▾

Act

Select Act ▲

Test Act

8. **Publishing:** share this booking information. If you do not wish to publish, simply click on the circle icon to the left of each option

Post booking to Facebook Post booking update to Facebook

Display gig in public profile

9. **Fee-Deposit Details:** manually input the gig fee, deposit fee and due date. The system will automatically calculate the outstanding balance. You just need to assign a due date for the balance.

You also have the option to create an invoice for this gig by clicking on the Create Invoices button. If you don't wish to create an invoice for this gig, simply switch off the button.

Gig Fee to Client

\$ 10.00 ▾

| | | |
|----------------|-------------|------------------|
| Deposit Amount | Deposit Due | Deposit Due Date |
| \$ 2.00 | Today ▾ | 03-12-2021 📅 |
| Balance | Balance Due | Balance Due Date |
| \$ 8.00 | Today ▾ | 03-12-2021 📅 |

Create Invoices Immediate Invoice


10. **Gig Requirements:** manually input how many sets are required and if there is a dress code, or any other dress requirements.


| | |
|----------------|-------------------|
| Number of Sets | Dress |
| 2 | Casual Dress Code |

11. **Production Requirements / Rider:** note here any production requirements/ or rider for the gig. You can use the buttons available at the top to customize it, such as bullets, points, bold or italic type, etc.

Production Requirements / Rider

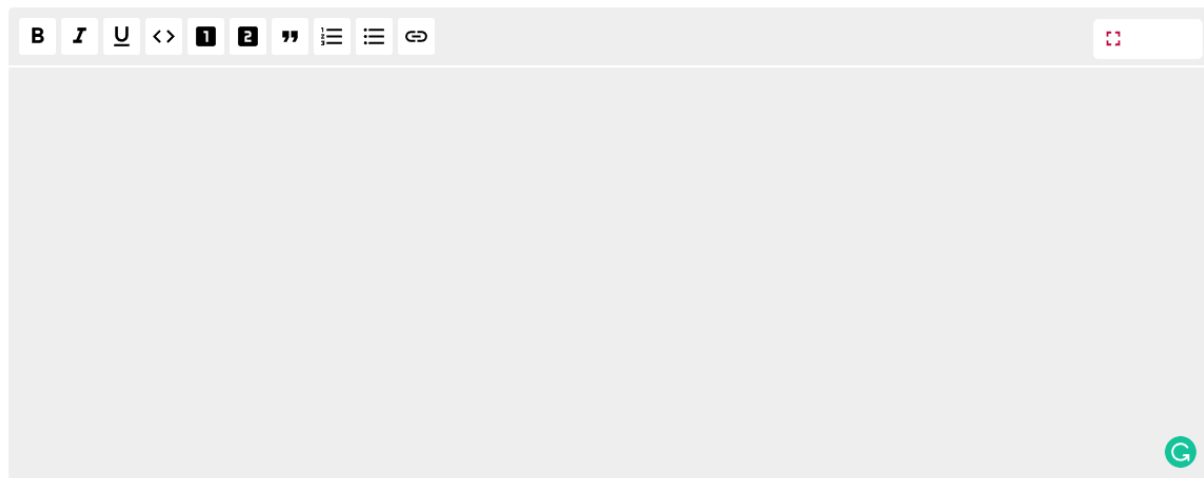
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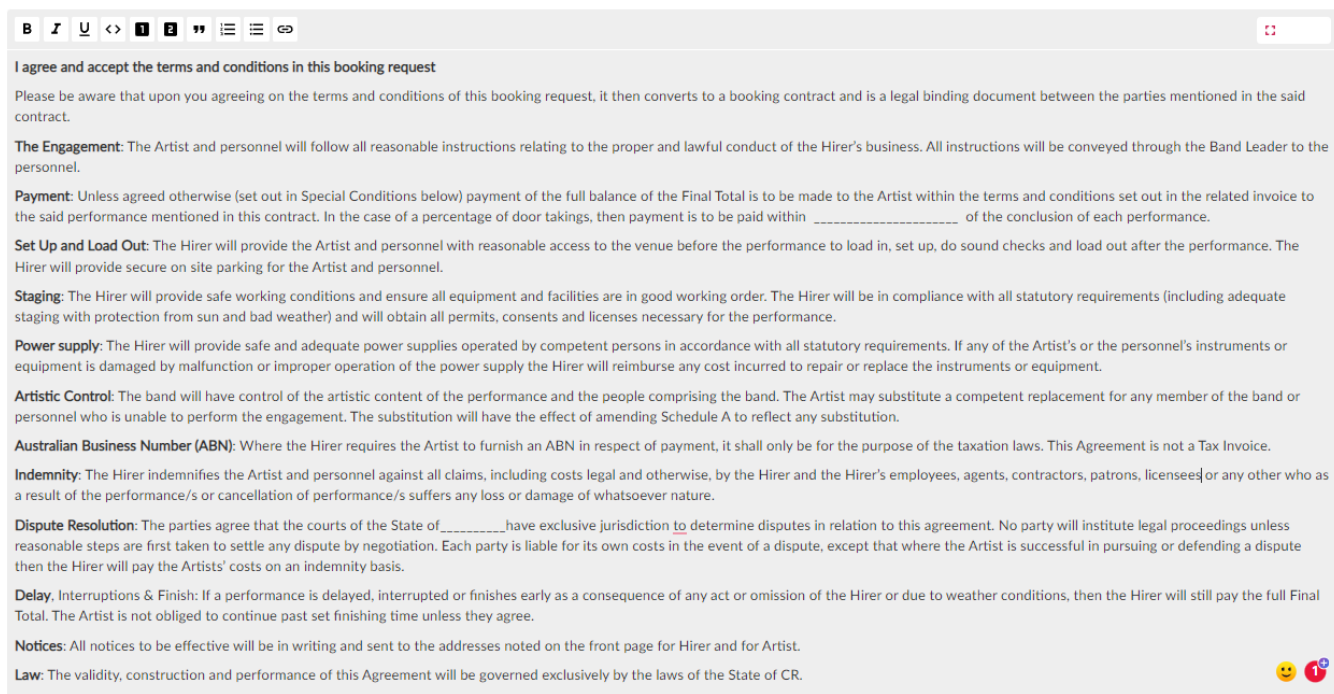
12. **Notes:** use this space to add any notes, such as any restrictions on performance volume, car parking facilities, etc. You can use the buttons available at the top to customize it, such as bullets, points, bold or italic type, etc.

Notes



13. **Client Contract:** use this section to create a client contract to be emailed with your invoices. The template for this can be set up in the Terms & Conditions section when editing your act.

Client Contract



I agree and accept the terms and conditions in this booking request

Please be aware that upon you agreeing on the terms and conditions of this booking request, it then converts to a booking contract and is a legal binding document between the parties mentioned in the said contract.

The Engagement: The Artist and personnel will follow all reasonable instructions relating to the proper and lawful conduct of the Hirer's business. All instructions will be conveyed through the Band Leader to the personnel.

Payment: Unless agreed otherwise (set out in Special Conditions below) payment of the full balance of the Final Total is to be made to the Artist within the terms and conditions set out in the related invoice to the said performance mentioned in this contract. In the case of a percentage of door takings, then payment is to be paid within _____ of the conclusion of each performance.

Set Up and Load Out: The Hirer will provide the Artist and personnel with reasonable access to the venue before the performance to load in, set up, do sound checks and load out after the performance. The Hirer will provide secure on site parking for the Artist and personnel.

Staging: The Hirer will provide safe working conditions and ensure all equipment and facilities are in good working order. The Hirer will be in compliance with all statutory requirements (including adequate staging with protection from sun and bad weather) and will obtain all permits, consents and licenses necessary for the performance.

Power supply: The Hirer will provide safe and adequate power supplies operated by competent persons in accordance with all statutory requirements. If any of the Artist's or the personnel's instruments or equipment is damaged by malfunction or improper operation of the power supply the Hirer will reimburse any cost incurred to repair or replace the instruments or equipment.

Artistic Control: The band will have control of the artistic content of the performance and the people comprising the band. The Artist may substitute a competent replacement for any member of the band or personnel who is unable to perform the engagement. The substitution will have the effect of amending Schedule A to reflect any substitution.

Australian Business Number (ABN): Where the Hirer requires the Artist to furnish an ABN in respect of payment, it shall only be for the purpose of the taxation laws. This Agreement is not a Tax Invoice.

Indemnity: The Hirer indemnifies the Artist and personnel against all claims, including costs legal and otherwise, by the Hirer and the Hirer's employees, agents, contractors, patrons, licensee or any other who as a result of the performance/s or cancellation of performance/s suffers any loss or damage of whatsoever nature.

Dispute Resolution: The parties agree that the courts of the State of _____ have exclusive jurisdiction to determine disputes in relation to this agreement. No party will institute legal proceedings unless reasonable steps are first taken to settle any dispute by negotiation. Each party is liable for its own costs in the event of a dispute, except that where the Artist is successful in pursuing or defending a dispute then the Hirer will pay the Artists' costs on an indemnity basis.

Delay, Interruptions & Finish: If a performance is delayed, interrupted or finishes early as a consequence of any act or omission of the Hirer or due to weather conditions, then the Hirer will still pay the full Final Total. The Artist is not obliged to continue past set finishing time unless they agree.

Notices: All notices to be effective will be in writing and sent to the addresses noted on the front page for Hirer and for Artist.

Law: The validity, construction and performance of this Agreement will be governed exclusively by the laws of the State of CR.

Save Booking

14. At the end of the process, click on the "Save Booking" button to apply the changes.

Save Booking

15. Finally, a window will appear with the summary for your booking.

Booking Summary

| | |
|---------------------------|-----------------------------|
| Title Venue Test | Provider Solo |
| Venue Name Venue Test | Venue Contact Venue Test |
| Venue Address Alajuela | |

16. You will have several options to choose from:

- If you want to save it as a draft, tick the box to the left of "Save as Draft" and click on the "Save Booking" button.

Save as Draft

Create Invoice and Notify Client

Close

Save Booking



- To create an invoice and notify the client of this, tick the box to the left of "Create Invoice and Notify Client" and click on the "Process Booking" button

Save as Draft

Create Invoice and Notify Client
Client: info@whozup.com

Close

Process Booking

