Organizing your band in 6 Easy steps

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Step One – The Band Meeting

Step Two – Practice

Step Three – Record Time

Step Four – Becoming Visible

Step Five –Booked a Show

Step Six – Show Time

The stage lights go dark
The curtain slowly rises
Silent crowds go wild

Does the above Haiku make you slip off into a fantasy of epic proportion, if so, it's ok I'm here to help. We all have a secret desire, for some it's to be on stage in front of a roaring crowd. If you so desire to start a band there are a few steps you need to take before you hit rock stardom.

In the beginning it's all about the music so it can be hard to keep track of all the little things you need to remember to do.

The goal and purpose of this document is to simplify the sometimes confusing process of starting a band with organization and checklists.

Once you have decided to start a band and have located the appropriate members, it is time to organize.

Step One The Meeting

Have a band meeting to establish some basic goals and discuss the expectations for the band and each of its members.

This step is important, it is going to set a tone for the type of relationship the band has with each other , It is a great time to communicate expectations of each other and the types of shows you want to play.

Once you have established some basics, you can outline who takes responsibility for a part of the work.

BAND MEMBER	ASSIGNED TASK
	Build a website
	Create & Maintain BLOG
	Build and Update All Social Media
	Book Shows
	Merchandise

Some things to consider at your meeting:

- What genre of music will you play?
- Do you want to play covers or originals?
- What will the band name be?
- Who will be responsible for scheduling practices and rehearsal rooms?
- What kind of shows do you want to play?
- How do you want to eventually record?
- Do you eventually want to tour or just play local?
- Will you use band profits to establish a band fund to use towards the band? Or will you split it up between members as a paycheck?

★★★★★★★★★★

Helpful Web Link

How to start a band
musicians.about.com/od/beingamusician/ht/startaband.htm

★★★★★★★★★★

Step Two Practice

Once you have settled the band specifics. Its time for the fun part .
Go write some songs or find covers and Practice Practice Practice!

- ☑ Find a place to practice
- ☑ Schedule regular rehearsals
- ☑ Practice in between practices

This time will help you and your band mates not only critique each other and help each other out. You're creating a support system and learning about your mates as a people.

> *"Practice means to perform, over and over again in the face of all obstacles, some act of vision, of faith, of desire. Practice is a means of inviting the perfection desired."*
>
> ~ *Martha Graham quotes*

Step Three Record Time

Once you have set up your bands structure and practiced, it's time to be heard.

There are a few ways to record. You can record Live. This is where you all pile into a room, set up the mic's and play at once, Or you can multi-track it. Multi-track is when each person lays down their track. Then they are combined at the end.

When you are getting ready to record you need to:

- Do lots of research. You want to sound great without having to pay a bunch.
- Make sure everyone arrives on time
- Make sure everyone arrives on time PREPARED.
  Don't waste anyone's time, including the people that are trying to help you. Another tip never ever upset the sound man.
- Record
- Mix and Master

Mixing your demo is necessary, Mastering is not. You want to make sure your putting out high quality work even if you do not have a professional helping you.

Take your time and get it right. Most people that receive your demos are not going to expect your demos to be amazingly high quality, but you are competing with other bands. Your want yours to stick out.

Step Four Becoming Visible

Now that your ready to be heard, its time to be seen.
In order to start booking shows you need to get your name out there.

Create a Portfolio

A band portfolio is your bands resume. Even if you're a new band and have not had much experience, your portfolio will help make you visible.
The better your portfolio looks, the better chances you will have to land a gig.

What to include in your portfolio:

- ☑ Band Bio
- ☑ Track List
- ☑ Samples
- ☑ Pictures
- ☑ Tour Dates

★★★★★★★★★★

Helpful Web Link

Band Resume:
http://www.ehow.com/how_5034999_create-band-resume.html

Band Logos:
http://www.ehow.com/how_5399280_design-band-logos-online.html

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Social Media

With your portfolio made, its time to move on to social media.

Next to recording your music social media can be the very important. Prospective listeners need to find you.

Today the internet gives endless opportunities and possibilities you may not have had before.

It is all about research, utilizing online resources, and online socialization.

Here are a few tips:
Sign up with

- ☑ Mypace
- ☑ Facebook
- ☑ Twitter
- ☑ Start a Blog
- ☑ Create a webpage or online portfolio
- ☑ Sign up with CD Baby to sell your music
- ☑ Use mailing lists and email mailing lists

If you decide to have social media sites, be sure you are constantly updating. If you have a twitter, twitter all the time it will increase visibility. Also if you have something to say there is a chance that someone out there will listen!

★★★★★★★★★★

Helpful Web Link

77 ways to promote your band:
http://www.cnjmusicians.com/77promoteyourband.htm

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Time to start booking Gigs
Start with Lists

- ☑ A Venue to play wish-list
- ☑ Database of contacts and their demo policies

Once you have a wish list of venues. Start calling them for information. Compile this information on a sheet for later reference.

Make sure you find out the policies for submitting a Band Portfolio or Demo when you call for information about booking.

- ☑ Is there a particular person you need to talk to?
- ☑ Do they prefer it be emailed to them or a hard copy?
- ☑ What are their booking policies?

Never be afraid to ask questions. It's better to be certain that to be sorry.

When making calls always have your band calendar, a pen and a sheet of paper.

STEP FIVE ITs SHOW TIME

IN THE SHOW...

Once you have booked a show there are a few key things that you need to ask the venue and very importantly, communicate to the rest of the band.

- ☐ What is the date of show?
- ☐ What is the address?
- ☐ What time do you go on?
- ☐ What time do you need to be there?
- ☐ Is there a sound check?
- ☐ Loading and unloading situation.
- ☐ Is there Parking?
- ☐ Do you get Paid? If so how much?
- ☐ Do you get a bar tab or food discount?
- ☐ What equipment do you need to provide?

Step Six Show day

The Day of the Show

You've done it, its the day of the show. First thing, don't freak out. All that practice in step 2 will pay off.

There are just a few more things you need to do before the show.

- ☑ Call the venue and confirm start time, and time you need to arrive.
- ☑ Call/email/text everyone in the band and make sure everyone has the information in step 5.
- ☑ Confirm everyone has a reliable ride.
- ☑ Make sure everyone knows what they are supposed to bring. Always plan for the worst, bring extra strings, heads, sticks anything that could cause major embarrassment if its needed and your not prepared

Its Go Time

- ☑ Get to the venue
- ☑ Set up
- ☑ Rock and Roll

All your hard work has paid off!
I have included a basic checklist for each member at the end of the document you can cut out each one and stick them in your music case.
I hope that this will help prevent forgetting anything at the last minute.

Good Luck!

QUICK REFERENCE CHECKLISTS

The Meeting

- ☑ Have your first band meeting
- ☑ Decide the Bands Goals and Purpose
- ☑ Create a band Calendar
  - ○ Note everyone's availability
  - ○ Exchange contact information
  - ○ Discuss where practices are to be held
  - ○ Schedule practices
  - ○ Discuss type of music (i.e. Covers, Originals)
  - ○ Discuss name options

- ☑ WHO IS GOING TO DO WHAT IN THE BAND?
  - ○ SOCIAL MEDIA
  - ○ BUILD A WEBSITE
  - ○ BUILD A BLOG
  - ○ BOOKING THE SHOWS
  - ○ HANDLING MERCHANDISE
- ☑ BAND MERCH
- ☑

It is time to move on to making your band visible.

Promoting your band

- ☑ Social Media set-up
  - ○ Face Book
  - ○ MySpace
  - ○ Twitter
  - ○ BUILD A WEBSITE
  - ○ BUILD A BLOG
- ☑ Create a Portfolio
  - ○ Band Biography
  - ○ Discography
  - ○ Samples
  - ○ Pictures
  - ○ Tours

Recording your Music

- ☑ Find a Venue - Do Plenty of Research
- ☑ Will you record Live? Or Mulit-track the recording
- ☑ Mix & Master your recording
- ☑ Send a Demo to a Record Label
- ☑ Learn Demo Policies
- ☑ Make a database of contacts
- ☑ Follow Up

It's Show Time!

Time to pull all that effort to use.

Booking a Gig

- ☑ Call Different Venue's
- ☑ Put yourself on Craigslist
- ☑ Book with a promoter
- ☑ Ask the venue for advice
- ☑ Ask around to find out with whom other bands in your area work

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The Show

- ☑ Always call the venue and Confirm the day of the show.
- ☑ Find out what time your band is to arrive
- ☑ Any Loading instructions
- ☑ Equipment they provide (or don't)
- ☑ Make sure you have a set lists and copies
- ☑ Directions to the show
- ☑ Ask about Bar Tabs and Freebies (don't be afraid to ask)

Cut on the dotted lines for a checklist you can stick in your pocket, guitar case or on your drummer.

Guitar Checklist

- ☑ Guitar
- ☑ Cables
- ☑ Extra Cable
- ☑ Extra Strings
- ☑ Tuner
- ☑ Amp
- ☑ Stand if needed
- ☑ Water

Bass Checklist

- ☑ Bass
- ☑ Cables and Extra cables
- ☑ Extra strings
- ☑ Amp
- ☑ Stand if needed
- ☑ Tuner
- ☑ Water

Singer Checklist

- ☑ Yourself
- ☑ Microphone and stand if needed
- ☑ water
- ☑ Towel

Drums Checklist

- ☑ Drums
- ☑ Cymbals
- ☑ Stands and seat
- ☑ Drum Key
- ☑ Duct Tape
- ☑ Sticks
- ☑ Misc Equipment
- ☑ Extra Drum Heads

Other Items

- ☑ Mailing List
- ☑ Merchandise
- ☑ Business Cards
- ☑ Flyers
- ☑ Tip Jar
- ☑ Video Camera/ Regular Camera
- ☑ Power Supplies

Venue Name	Phone Number	Important Notes
Venue Name: Contact Name:		☐
Venue Name: Contact Name:		☐
Venue Name: Contact Name:		☐
Venue Name: Contact Name:		☐

NOTES:

REFERENCES

Helpful Links

http://www.wikihow.com/Form-a-Band#

http://musicians.about.com/od/beingamusician/a/gigbooking.htm

http://musicians.about.com/od/beingamusician/ht/senddemo.htm

http://musicians.about.com/od/beingamusician/ht/demorecording.htm

Martha Graham quotes
http://thinkexist.com/quotations/practice

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