

DJ Gig Readiness Checklist

Use this checklist to prep like a pro before every event — from the gear in your booth to the contracts that keep you covered.

1 . Business Items and Paperwork

- ☐ Signed DJ contract with the client
- ☐ Nonrefundable retainer collected (25–50%)
- ☐ Final payment scheduled 7–14 days before the event
- ☐ Certificate of Insurance (COI) ready for venue
- ☐ Additional insured added (if venue requests it)
- ☐ Business license up to date
- ☐ Music licensing covered (ASCAP, BMI, or SESAC if needed)
- ☐ Backup copy of the agreement on your phone or tablet

2 . Gear and Setup

- ☐ Speakers, stands, and cables packed and tested
- ☐ Mixer/controller and laptop updated and backed up
- ☐ Two microphones (wireless and wired) with fresh batteries
- ☐ Headphones, adapters, and power strips
- ☐ Extension cords and surge protectors
- ☐ Lighting kit (uplights, bars, or ambient) checked and charged
- ☐ Backup USBs or hard drives with key playlists
- ☐ Gaffer tape for cords and booth safety

3 . Venue Prep

- ☐ Arrive early to inspect the setup area
- ☐ Confirm power access and test outlets
- ☐ Check flooring and booth stability
- ☐ Verify space for lighting and speaker placement
- ☐ Locate emergency exits and crowd flow zones
- ☐ Introduce yourself to the venue manager or planner

4 . Music and Performance

- ☐ Confirm client's do-not-play list and must-play songs
- ☐ Prepare ceremony, cocktail, and reception playlists
- ☐ Practice transitions and cue points for key moments
- ☐ Have a plan for downtime or unexpected breaks
- ☐ Keep backup playlists ready on USB or cloud



5 . Safety and Risk Management

- ☐ Liability insurance is active and verified
- ☐ Gear and equipment insurance is active
- ☐ Cables taped and secured to prevent trip hazards
- ☐ Volume levels checked to protect hearing and audience comfort
- ☐ Backup laptop or controller on hand
- ☐ Emergency contacts and venue staff info saved

6 . Brand and Professionalism

- ☐ Branded booth setup or facade clean and consistent
- ☐ Professional attire or event-appropriate outfit ready
- ☐ Social media tags or QR codes prepped for engagement
- ☐ Business cards or digital contact form ready
- ☐ Follow-up email template prepped for post-gig client thanks

7 . After the Gig

- ☐ Collect final client feedback
- ☐ Send thank-you message or recap playlist
- ☐ Post highlight clips or reels (with permission)
- ☐ Log gear inspection notes and any maintenance needs
- ☐ Record gig income and expenses for tax purposes