



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