Gig Quote and Booking Checklist

Page 1: build your quote line by line. Use with the free gig fee calculator on maximsguitarworkshop.com.

1. Gig details

Detail	Answer	Detail	Answer
Client or venue		Date	
Contact name and phone		Address	
Type of gig (pub, wedding, private, corporate)		Players in the lineup	

2. Hours per player

Item	Hours	Notes
Playing time (sets, including breaks you must stay for)		
Setup, soundcheck and pack down		
Rehearsal for this gig (requests, new songs, first dance)		
Total hours (A)		

3. Quote builder

Line	How to work it out	Amount ($)
Fee per player (B)	Total hours (A) x your hourly rate. If under $250, use $250. Add any artist fee.	
Musicians	Fee per player (B) x players	
Travel	Return km x cost per km (ATO rate for 2026 to 27: 91 cents, as a guide)	
Gear or PA hire	Quotes from the hire company	
Other costs	Parking, tolls, accommodation, meals on long trips	
Subtotal	Musicians + travel + gear + other	
GST	10 percent of the subtotal, ONLY if you are registered for GST	
Total quote	Subtotal + GST (if any)	
Deposit	Your choice of percentage, due by:	
Balance	Total minus deposit, due by:	

4. Benchmarks (checked 16 November 2026)

Benchmark	Figure	Notes
Musicians Australia minimum fee	$250 per musician, per gig of 3 hours or less	Recommended floor, not law for commercial gigs. Add your artist fee on top.
Live Performance Award 2020, casual musician (clause 40.1)	$66.83 per hour, $200.49 per 3 hour call, from 1 July 2026	Legal minimum only for employees under the award. Use as a reference.
Lineup check	Players x $250 = $	Your musicians line should be at or above this.

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Page 2: confirm every detail in writing before the gig. Tick each line when it is agreed.

5. Booking checklist

Agreed in writing	Tick	Details
Load in time, soundcheck time, set times and finish time		
PA, backline and sound engineer: who supplies what		
Power, stage size, parking and access for gear		
Total fee and whether it includes GST		
Deposit amount and due date		
Balance: amount, method (bank transfer or cash) and due date		
Invoice details: your ABN, the client's business name and email		
Super: who pays it and into whose fund (ask the payer)		
Cancellation: what is paid if either side cancels, and how late		
Extra time: rate if the client asks you to play longer		
Meals, drinks, green room and guest list (if any)		
Song requests, do not play list and set list deadline		

6. Confirmation email you can copy

Hi [name], thanks for booking us. To confirm: [band name] will play at [venue, address] on [date]. Load in [time], soundcheck [time], sets [times], finish [time]. The fee is $[total] [including or plus] GST for [players] musicians. A deposit of $[amount] is due by [date] to secure the date, with the balance of $[amount] due [on the night or by date] by [method]. [Venue or client] supplies [PA, backline, engineer]; we bring [gear]. Super: please confirm whether super is included in the fee or paid on top, and we will send our fund details. If the booking is cancelled within [number] days of the gig, [cancellation terms]. Please reply to confirm these details. Thanks, [your name, phone, ABN]

7. After the gig

Question	Answer
Paid in full on time?	
Actual hours and km (update your rate next time?)	
Would you play this gig again at this fee?	
Next booking or referral	

Not financial, tax or legal advice. GST: the ATO says you must register once your GST turnover reaches $75,000 a year. Super: the ATO says people paid to perform music are generally treated as employees for super purposes of whoever is liable to pay them, even if they invoice with an ABN; the super guarantee rate is 12 percent. Check your own situation with a registered tax agent.