



A man with glasses and a patterned shirt is singing into a microphone on a stage. The background is dark with dramatic, angled stage lights in shades of blue and white. The man is positioned on the left side of the frame, and the text is on the right.

Introduction

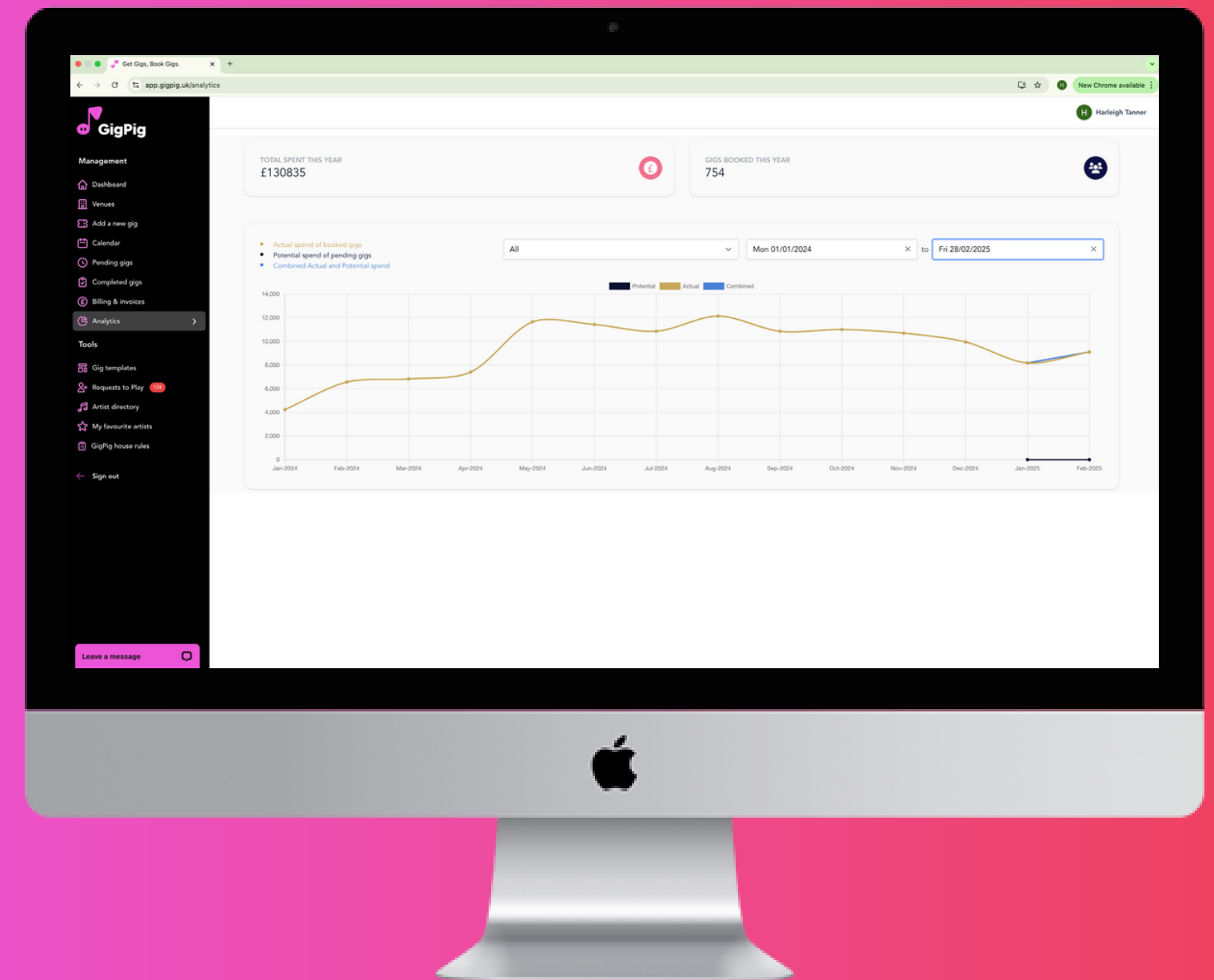
Welcome to the GigPig platform!

This training pack will guide you through the process of posting gigs efficiently and effectively.

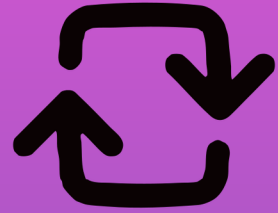
What is GigPig?

GigPig is a platform designed to help users post gigs seamlessly.

It offers a structured workflow to ensure that all necessary details are included when setting up a gig.



Our Solution



We **streamline** the entire entertainment booking process



What used to take days now takes **minutes**



One single platform for sourcing, booking and paying will revolutionise your entertainment forever



Features

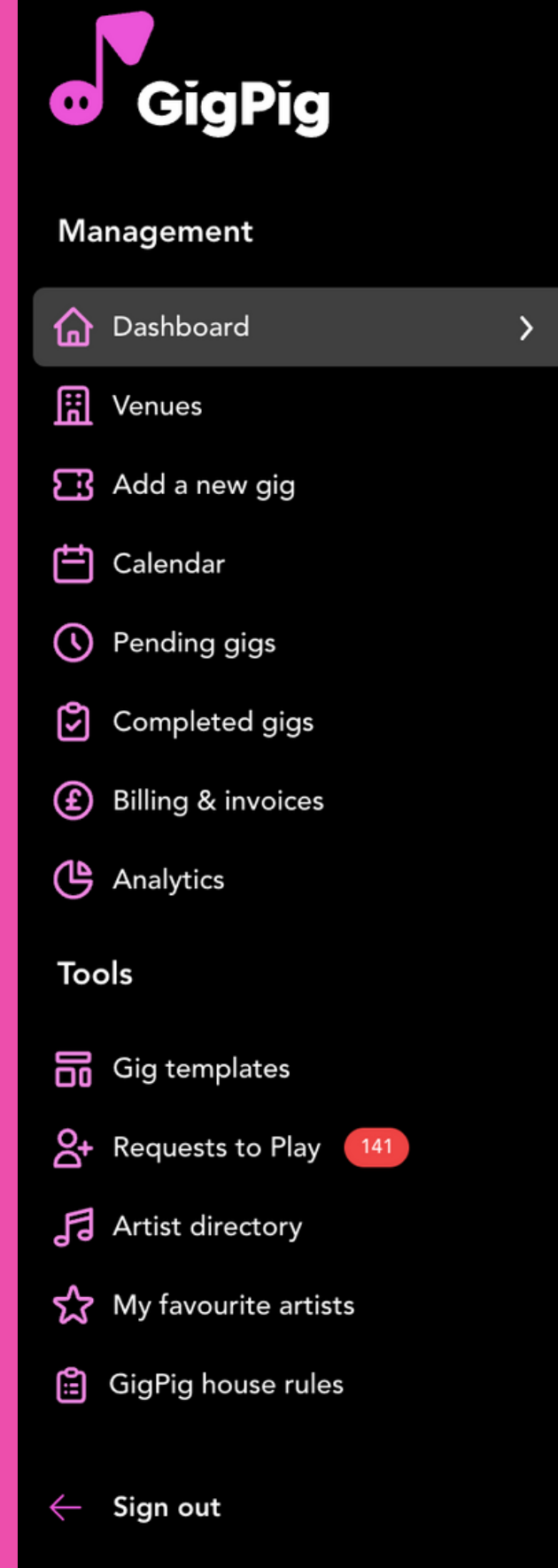
- ✓ Access to the UK's largest talent pool
- ✓ Greater control of your budgets
- ✓ Reduce your admin
- ✓ Automated communication
- ✓ Automated payments
- ✓ Data led marketing
- ✓ Calendar management
- ✓ FREE platform for artists

Navigating the platform

The left-hand navigation panel contains all the tools you need to post a gig.

Key sections include gig creation, templates, and artist selection.

The dashboard provides an overview of all upcoming gigs and their statuses.



Using gig templates



Gig templates



We recommend creating gig templates before booking gigs.

Gig templates pre-fill details to make posting gigs easier when you have repeat bookings.

Templates include essential information for artists.

You can manage your templates under the 'Gig templates' section in the left hand navigation menu.

A screenshot of the GigPig web application's 'Edit gig templates' page. The interface features a dark sidebar on the left with a navigation menu. The main content area is white and contains several form fields for editing a template. The sidebar menu includes sections for 'Management' (Dashboard, Venues, Add a new gig, Calendar, Pending gigs, Completed gigs, Billing & invoices, Analytics) and 'Tools' (Gig templates, Requests to Play, Artist directory). The 'Gig templates' item is highlighted. The main form has a title 'Edit gig templates' and a user profile 'kit@gigpig.uk'. It includes a 'Gig template name' field with the value 'Live music downstairs', an 'Internal description (not visible to artists)' field with the value 'Weekly live music', a blue 'Artist Instructions' section with a dropdown arrow, a 'Load in times' field with the value '30 mins before start time', and a 'Sound check times' field.

Adding a new gig

 Add a new gig

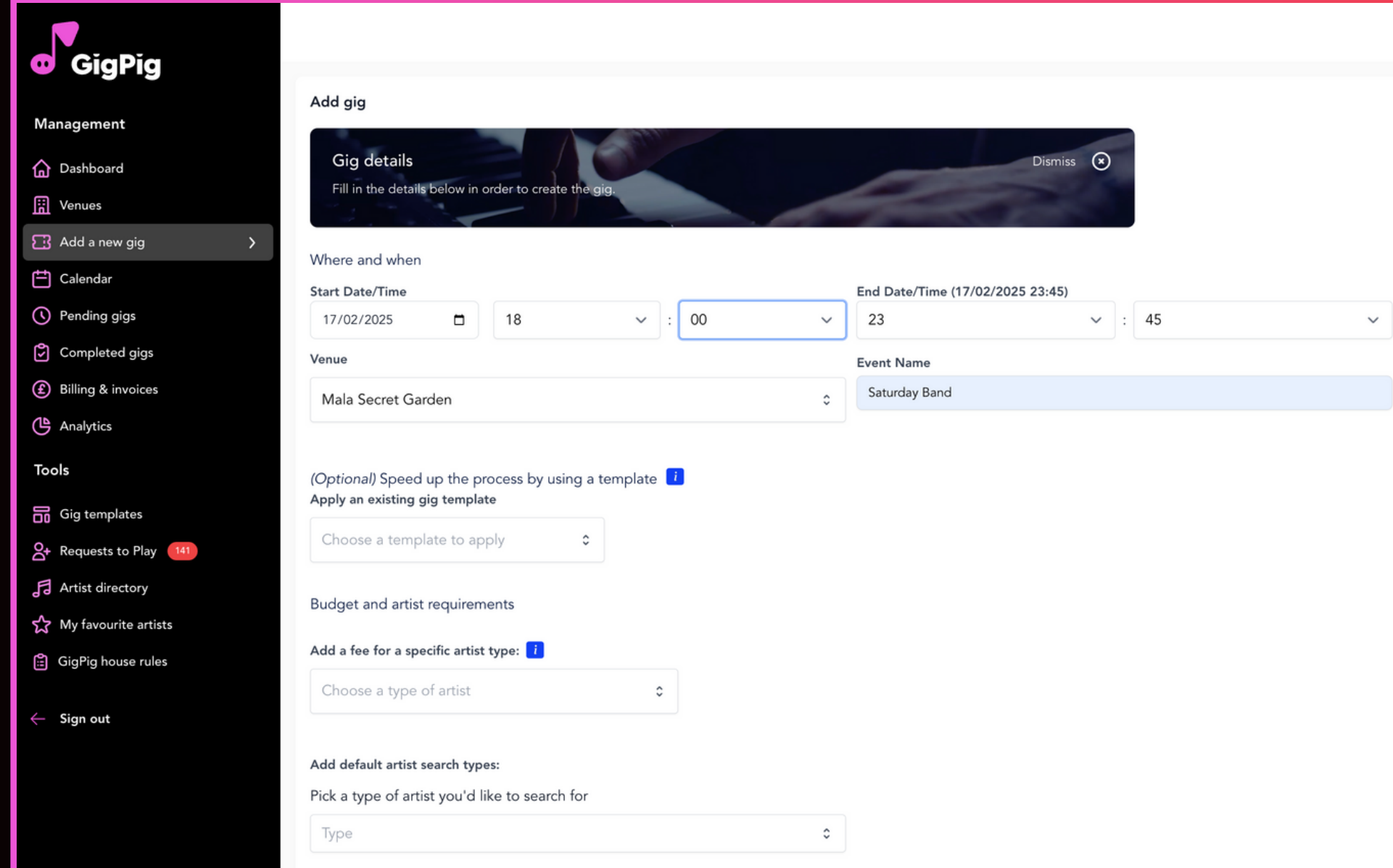
Select “Add a New Gig”

Choose the date, start time, and end time

Select your venue

Enter an event name

Choose the type of artist you would like



The screenshot shows the 'Add gig' form in the GigPig application. On the left is a dark sidebar with the GigPig logo and a navigation menu. The menu is divided into 'Management' (Dashboard, Venues, Add a new gig, Calendar, Pending gigs, Completed gigs, Billing & invoices, Analytics), 'Tools' (Gig templates, Requests to Play with 141 items, Artist directory, My favourite artists, GigPig house rules), and a 'Sign out' link. The main content area is titled 'Add gig' and features a 'Gig details' banner with a 'Dismiss' button. Below the banner, the 'Where and when' section includes 'Start Date/Time' (17/02/2025, 18:00) and 'End Date/Time' (17/02/2025 23:45). The 'Venue' field is set to 'Mala Secret Garden' and the 'Event Name' field is set to 'Saturday Band'. An optional section for templates allows applying an existing gig template. The 'Budget and artist requirements' section includes a dropdown for 'Add a fee for a specific artist type' and a dropdown for 'Add default artist search types' (currently set to 'Type').

GigPig

Management

- Dashboard
- Venues
- Add a new gig
- Calendar
- Pending gigs
- Completed gigs
- Billing & invoices
- Analytics

Tools

- Gig templates
- Requests to Play 141
- Artist directory
- My favourite artists
- GigPig house rules
- Sign out

Add gig

Gig details

Fill in the details below in order to create the gig.

Where and when

Start Date/Time: 17/02/2025 18:00

End Date/Time (17/02/2025 23:45): 23:45

Venue

Mala Secret Garden

Event Name

Saturday Band

(Optional) Speed up the process by using a template

Apply an existing gig template

Choose a template to apply

Budget and artist requirements

Add a fee for a specific artist type:

Choose a type of artist

Add default artist search types:

Pick a type of artist you'd like to search for

Type

Setting up gig details

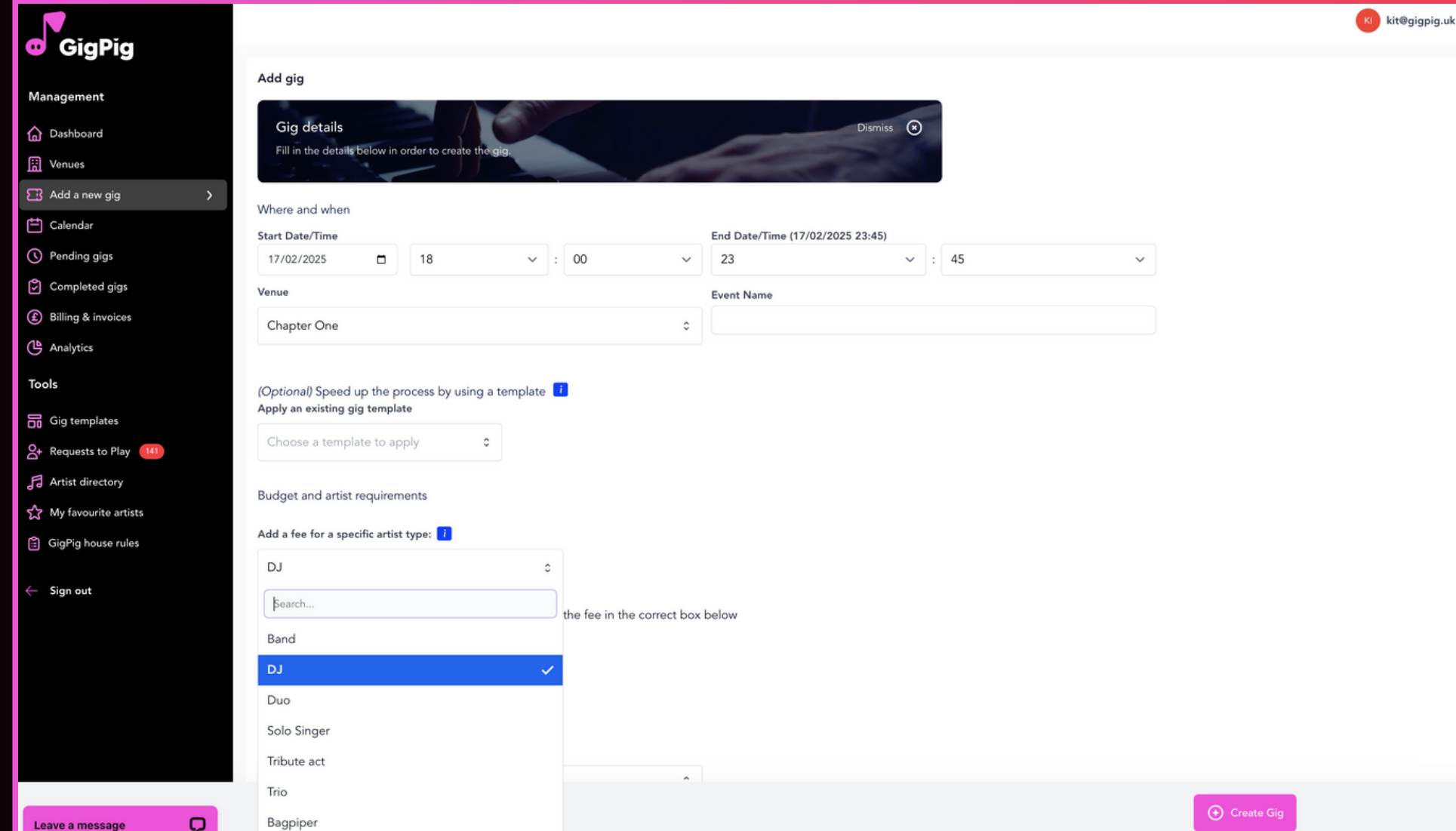
 Add a new gig

Select the artist type you're looking for.

Set the performance fee (100% goes to the artist, GigPig takes no commission).

Use dropdown filters to refine your artist search.

Specify genres for the event.



The screenshot shows the 'Add gig' form on the GigPig website. The left sidebar contains navigation links under 'Management' (Dashboard, Venues, Add a new gig, Calendar, Pending gigs, Completed gigs, Billing & invoices, Analytics) and 'Tools' (Gig templates, Requests to Play, Artist directory, My favourite artists, GigPig house rules, Sign out). The main form area is titled 'Add gig' and includes a 'Gig details' section with a 'Dismiss' button. Below this is the 'Where and when' section with 'Start Date/Time' (17/02/2025 18:00) and 'End Date/Time (17/02/2025 23:45)' dropdowns. The 'Venue' field is set to 'Chapter One' and the 'Event Name' field is empty. There is an optional section for 'Speed up the process by using a template' with a 'Choose a template to apply' dropdown. The 'Budget and artist requirements' section includes a dropdown for 'Add a fee for a specific artist type:' with a search bar and a list of options: DJ (selected), Band, Duo, Solo Singer, Tribute act, Trio, and Bagpiper. A 'Create Gig' button is at the bottom right.

GigPig

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- My favourite artists
- GigPig house rules
- Sign out

Add gig

Gig details Dismiss

Fill in the details below in order to create the gig.

Where and when

Start Date/Time: 17/02/2025 18:00 End Date/Time (17/02/2025 23:45): 23:45

Venue: Chapter One Event Name:

(Optional) Speed up the process by using a template i
Apply an existing gig template

Choose a template to apply

Budget and artist requirements

Add a fee for a specific artist type: i

DJ the fee in the correct box below

- Band
- DJ** ✓
- Duo
- Solo Singer
- Tribute act
- Trio
- Bagpiper

Leave a message Create Gig

Artist instructions & performance details

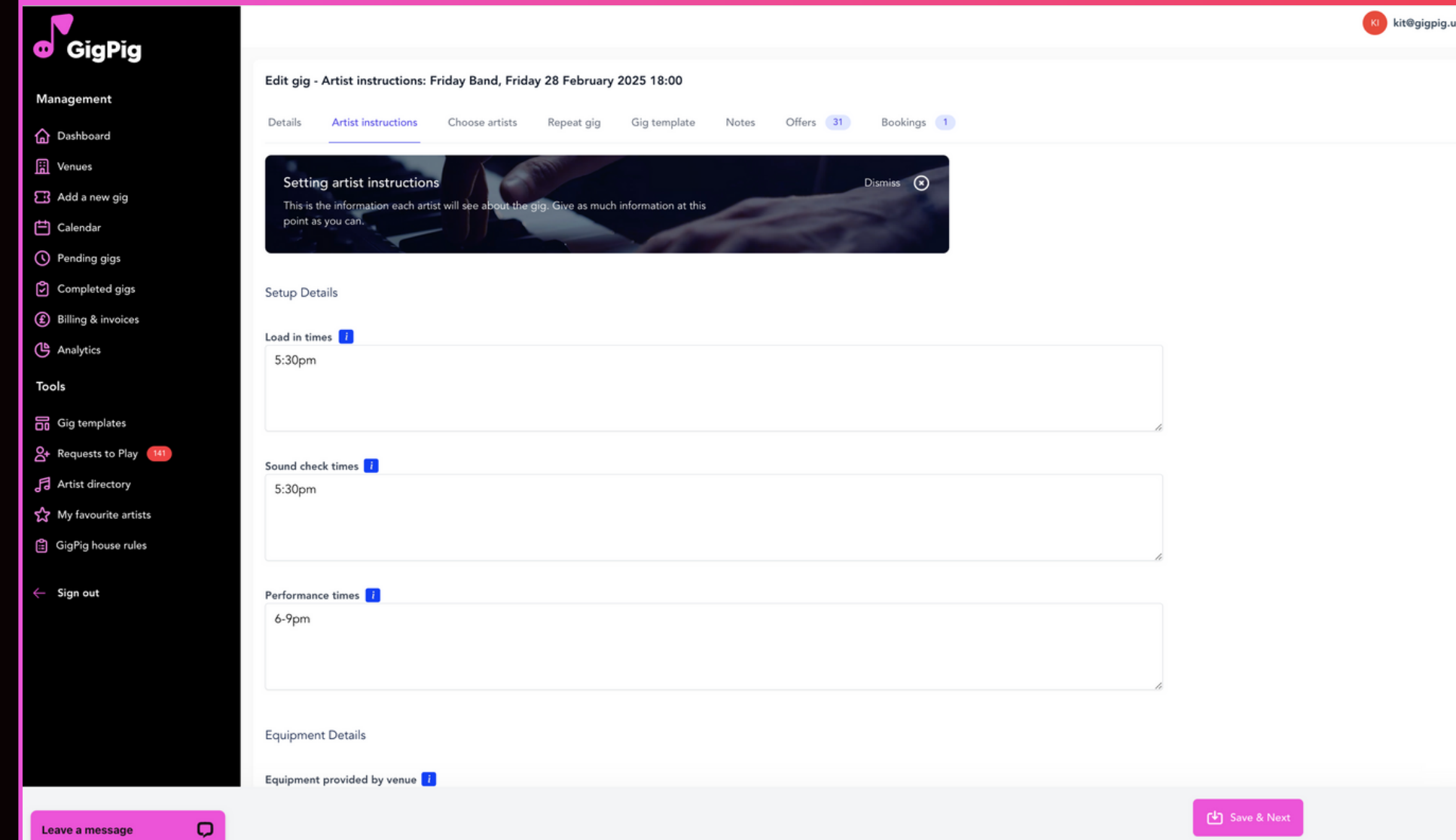
 Add a new gig

If you've added a template, all relevant details will be included automatically.

Specify:

- Performance times
- Soundcheck details
- Equipment provided vs. what artists need to bring

You can also add music guidelines and even share a Spotify playlist for inspiration.



GigPig

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Edit gig - Artist instructions: Friday Band, Friday 28 February 2025 18:00

Details Artist instructions Choose artists Repeat gig Gig template Notes Offers 31 Bookings 1

Setting artist instructions

This is the information each artist will see about the gig. Give as much information at this point as you can.

Dismiss

Setup Details

Load in times ⓘ

5:30pm

Sound check times ⓘ

5:30pm

Performance times ⓘ

6-9pm

Equipment Details

Equipment provided by venue ⓘ

Leave a message

Save & Next

Payment terms

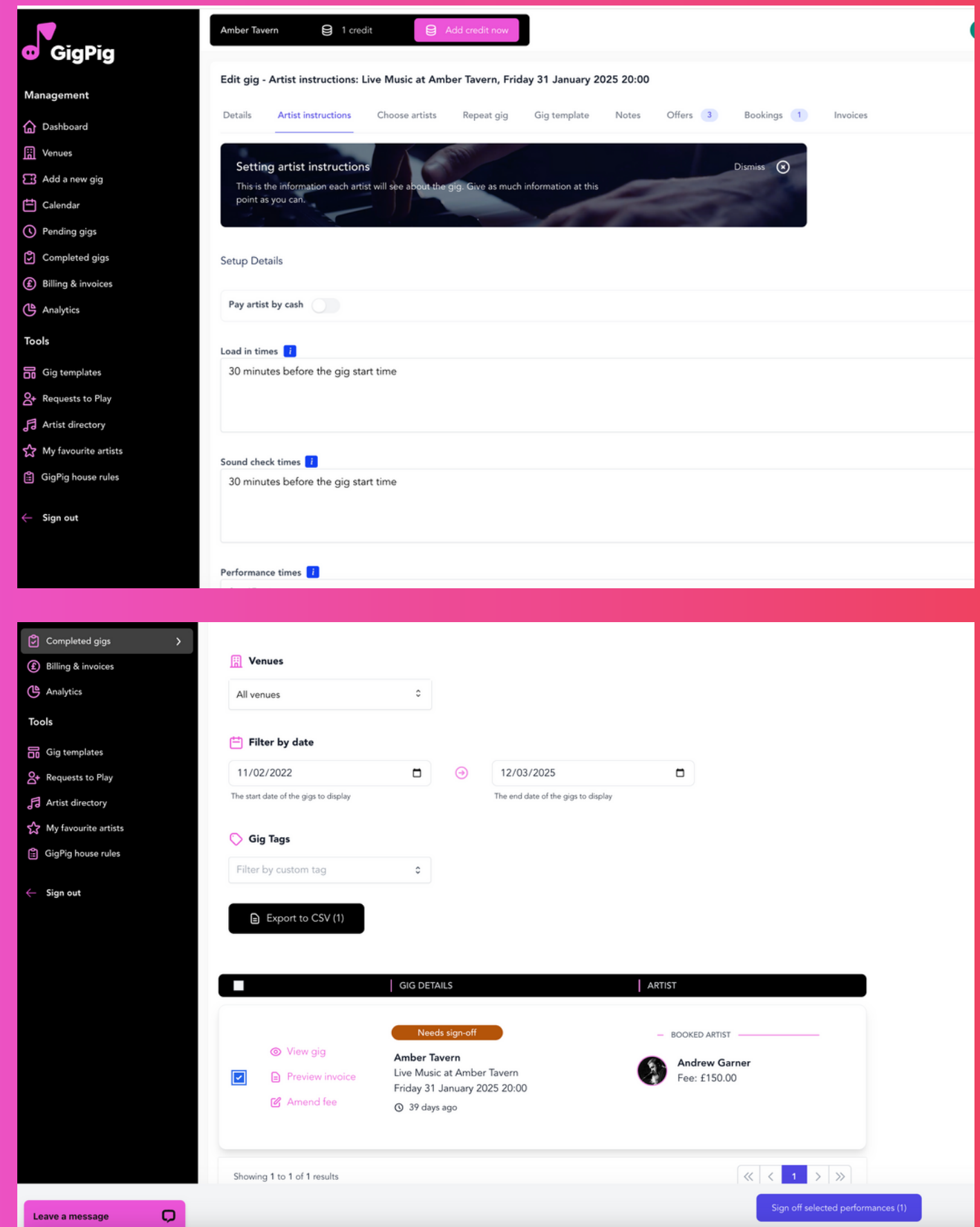
 Add a new gig

Payments are handled via invoice on the GigPig platform.

Artists are paid within 14 days after you sign off on the gig.

If you prefer to pay in cash, toggle the "Cash Payment" option.

Once a gig is signed off, the artist fee is automatically deducted from your saved card.



The image shows two screenshots of the GigPig dashboard. The top screenshot displays the 'Edit gig' page for a gig titled 'Live Music at Amber Tavern, Friday 31 January 2025 20:00'. The page includes a sidebar with navigation options like 'Management', 'Tools', and 'Sign out'. The main content area shows 'Setting artist instructions' and 'Setup Details' with a toggle for 'Pay artist by cash'. The bottom screenshot shows the 'Venues' filter page, which includes filters for 'All venues', 'Filter by date' (11/02/2022 to 12/03/2025), and 'Gig Tags'. It also features a 'Needs sign-off' button and a 'BOOKED ARTIST' section for Andrew Garner with a fee of £150.00.

Selecting artists

 Add a new gig

Choose from:

Favourite artists (your pre-populated list)

Let GigPig find artists for me

FastBook (directly book an artist you know. Search and book by name)

Once you've sent out a gig request:

Artists receive a notification via the GigPig artist app.

You'll see which artists are available.

Review artist profiles, listen to their media, and check their bios.

Click "Book Artist" to confirm.

Edit gig - Choose artists: Friday Band, Friday 28 February 2025 18:00

Details Artist instructions **Choose artists** Repeat gig Gig template Notes Offers 32 Bookings 1

Find your artists Dismiss

Choose from your favourites list, search for a specific artist, or let GigPig search for all the available artists in your area.

How do you want to book artists - use artists you already have as favourites, or let GigPig find them for you?

Choose artists from favourites lists ☐

Let GigPig find artists for me i ☒

Fast-book an artist (This will skip the availability process). i ☐

Pick a type of artist you'd like to search for

Band

Specialism

Covers/Original Artist

Latin x World Music x

Book your artists

Below is a list of artists that are available for this gig. Simply click "thumbs up" to book the artist you want. This will send the confirmation to your chosen artist and the gig is booked.

All 34 3 members 14 2 members 7 4 members 15 7 members 2 5 members 3 8 members 1 6 members 2

MAKE CHOICE	ARTIST	FEE
	No Sweat - Covers Band Band Based in Manchester Specialisms: 4 members Covers/Originals: Covers Disco +11 more	☆ Add to favourites 👁 View Profile No Sweat - Covers Band is available. 👍 Book artist £450.00 Amend
	SoulfulMinds Music Band Based in Manchester Specialisms: 4 members Covers/Originals: Covers Britpop +10 more	☆ Add to favourites 👁 View Profile SoulfulMinds Music is available. 👍 Book artist £450.00 Amend
	Sam Lightwing Jazz Trio Band Based in Manchester	Sam Lightwing Jazz Trio is

Gig status & calendar view



Calendar



Yellow = Searching for artists

Red = Pending response

Green = Artist booked

Brown = Needs sign-off



Completed gigs

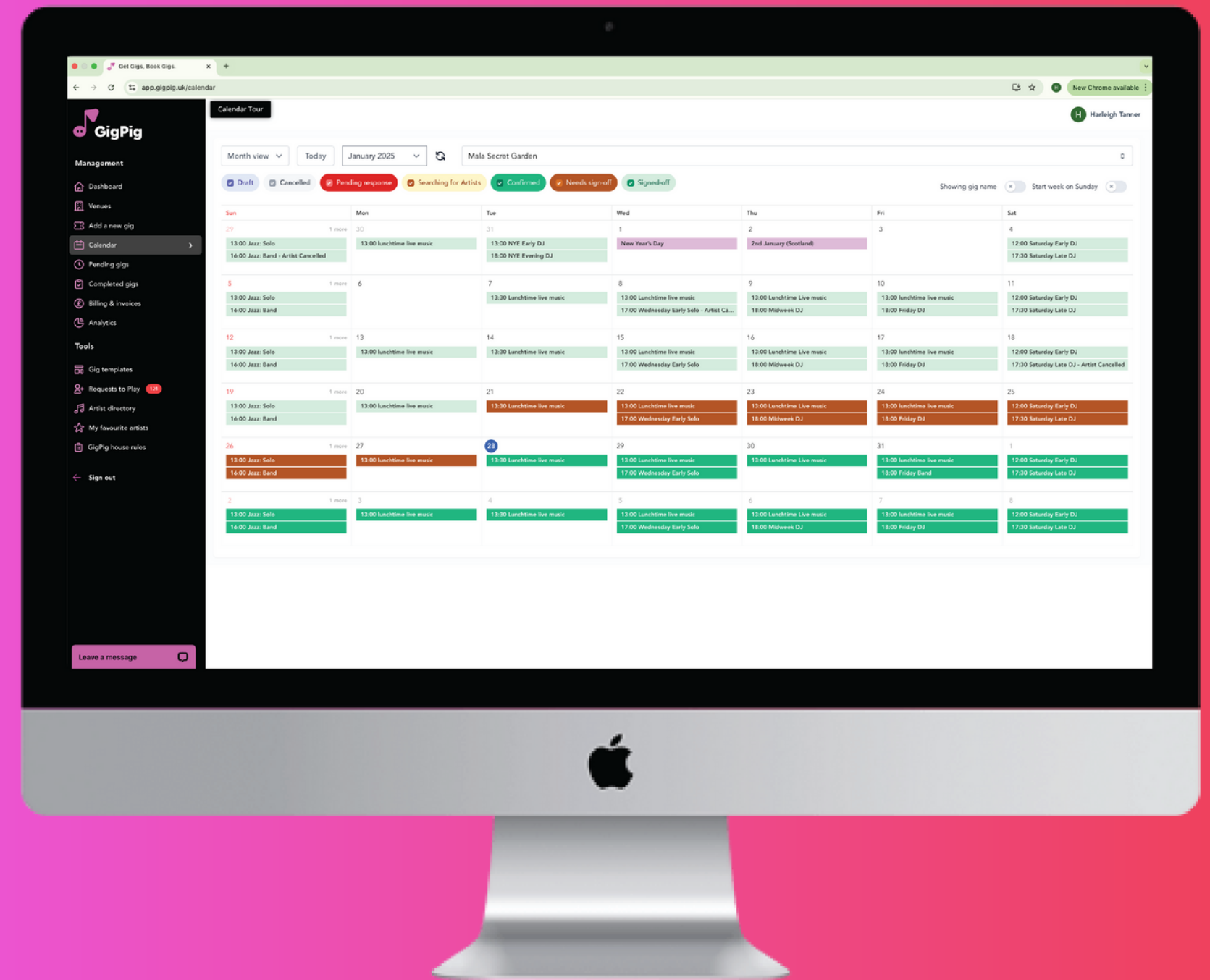


Once a gig is completed, head to:

Sign off the gig.

Preview and export invoices.

Rate the artist.



Repeating gigs

- Calendar
- Pending gigs

Where to find ‘Repeat Gig’?

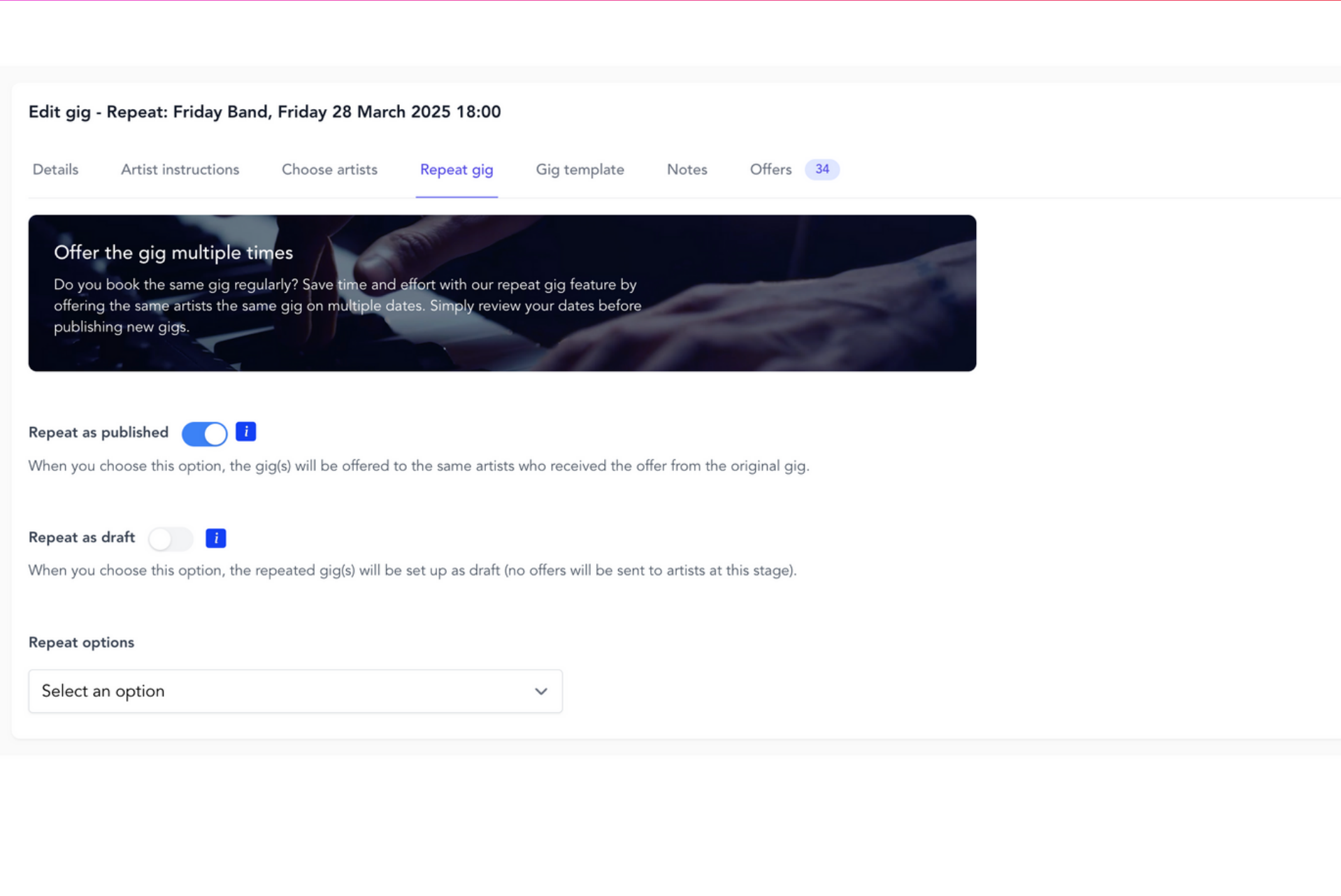
You can access it by clicking on ‘go to gig’ via the calendar
or
Through ‘view bookings’ via the pending gigs section.

You can repeat gigs by:

Selecting specific dates.

Fast Booking the previously booked artist.

Setting up a recurring schedule.



Managing payments



Venues



To add more credits:

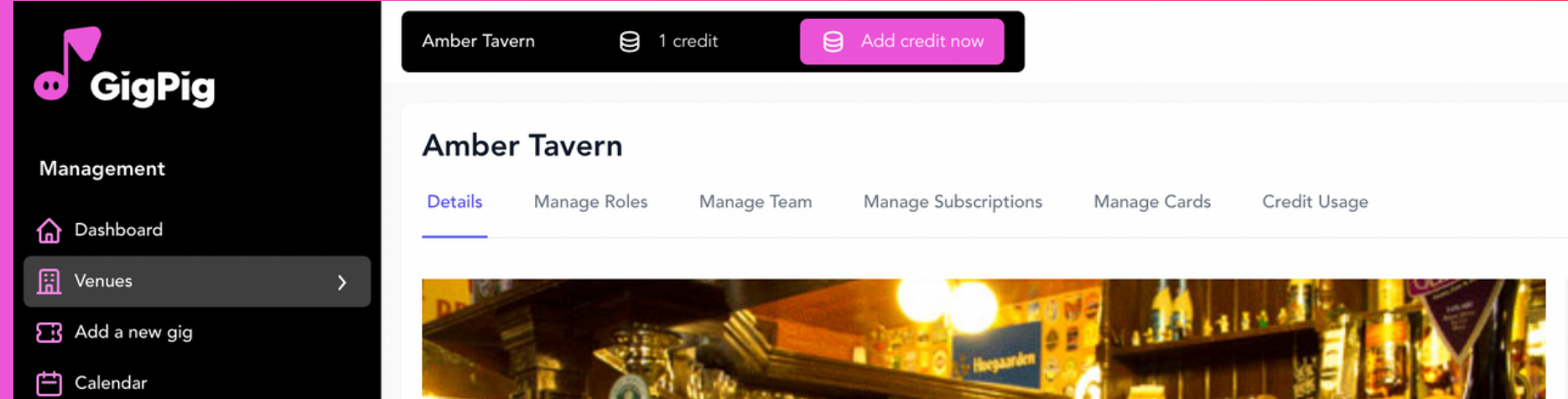
Go to Venues Tab → Add Credit now.

Choose if you would like to pay the artists via your accounts team, or if you would like GigPig to handle artist payments.

Select the number of gigs you want to top up and click "Pay Now" (your saved card will be charged automatically).

If you host gigs frequently, check out the subscription options for bulk bookings.

For FAQs or support, reach out to the GigPig team anytime!





For help getting started, or for further information, contact us here:

Letstalk@gigpig.uk | 0161 791 3058