

1.	<b>Accommodation:</b>	
		<ul style="list-style-type: none"> <li>○ Hotel accommodation for [number of band members] band members and crew.</li> <li>○ Preferred 4 star hotel rating or provide a list of approved hotels.</li> <li>○ Ensure that accommodations include rooms with single beds, non-smoking rooms, and Wi-Fi access.</li> </ul>
2.	<b>Transportation:</b>	
		<ul style="list-style-type: none"> <li>○ Transport to and from the venue for all band members and crew, including airport transfers if applicable.</li> <li>○ Specify vehicle type and capacity based on the number of people and equipment.</li> </ul>
3.	<b>Meals:</b>	
		<ul style="list-style-type: none"> <li>○ Catered meals provided for all band members and crew on the day of the performance.</li> <li>○ Mealtimes should accommodate the band's schedule.</li> <li>○ Dietary preferences and restrictions should be accommodated (e.g., vegetarian, vegan, allergies).</li> </ul>
4.	<b>Beverages:</b>	
		<ul style="list-style-type: none"> <li>○ Bottled water, assorted soft drinks, and juices provided during the performance.</li> <li>○ Alcoholic beverages included for some band members with meals.</li> </ul>
5.	<b>Hospitality Area:</b>	
		<ul style="list-style-type: none"> <li>○ Designated hospitality area, band table or green room backstage for the band and crew.</li> <li>○ Furnishings should include comfortable seating, tables, and adequate lighting.</li> <li>○ Stock the hospitality area with snacks, fruits, and other refreshments.</li> </ul>
6.	<b>Miscellaneous:</b>	
		<ul style="list-style-type: none"> <li>○ Access to clean towels and basic toiletries in the dressing rooms or backstage area.</li> <li>○ Parking passes or reserved parking spaces for band vehicles near the venue entrance.</li> </ul>
7.	<b>Special Requests:</b>	
		<ul style="list-style-type: none"> <li>○ Any additional requests to be discussed.</li> </ul>
8.	<b>Contact Information:</b>	
		<ul style="list-style-type: none"> <li>○ Provide contact details for the band's representative or tour manager for communication regarding hospitality arrangements.</li> </ul>