**Artist Onboarding Checklist**

Now that you’ve officially started working with your new artist (or your new manager if you’re the artist), there are several things you’re going to want to exchange and get out of the way so that you’re organized and prepared from the beginning.

1. **Get to know your artist better**

The first thing you’ll want to do is perform an overall scan of your artist and their talent. Understand where they excel and where they are lacking, and get to work on the parts that they are lacking in. Do they have amazing social media, but distasteful press photos? Do they have an amazing studio voice but lack confidence on stage? Review all these areas below quickly and start collaborating with experts in any areas that are lacking to bring your artist up to speed with the pro’s. Find out who their role models are and emulate them.

* Vocals
* Songs/songwriting
* Production
* Stage presence
* Performance/entertainment
* Personality
* Media friendly/media training
* Branding
* Online presence
1. **Calendar sharing**

First things first, as a manager, you’ll be controlling the calendar so you need to get access to the artists’ calendar. Google Cal or iCal is the best way to ensure everyone is up to date at all times. Share the calendar with every single person on the artists’ team.

1. **Items to collect/create/update**
* Social media links and passwords
	+ Update about sections and descriptions if needed
* Artist Bio
	+ Update if needed
* Press photos
	+ Book a new photo shoot if needed
* One sheet
	+ Updated if needed
* Award nominations and wins
	+ Ensure up to date and saved in one word document
* Live videos
	+ Have live video links saved somewhere convenient
* Press clippings
	+ Have links or screen shots saved somewhere convenient
* Logo
	+ Get a new one made if needed
* Website
	+ URL and admin password saved
* Digital EPK
	+ Have a password protected EPK made on your website if possible, for sharing with industry professionals you’re looking to work with (Bandzoogle has never failed me)
* Password sheet for every password you could possibly need
* Song metadata
	+ Use the meta data spreadsheet to collect all the necessary information you need for your artists upcoming album release
	+ And former releases just in case
* Lyrics
	+ Collect and save all their lyrics for their upcoming release
	+ And former releases if you please
* Create and save a “Personnel Sheet” for each band member AND crew member
	+ (FOH, TM’s, lighting, Guitar techs, monitors)
	+ Cell #
	+ Back-up #
	+ Email
	+ Address (incl. postal)
	+ Back-up address
	+ SIN
	+ D.O.B
	+ Health card #
	+ Driver’s License # and photo scan
	+ Passport # and photo scan
	+ Aeroplan #
	+ Airmiles #
	+ AFM local #
	+ Emergency Contact names + numbers
	+ Special needs
* Create and save a Personnel Sheet for industry team (Manager, Agent(s), Publicist(s), Radio, Merch, Lawyer, Accountant, Insurance)
	+ Direct phone #
	+ Office phone # and extension
	+ Fax #
	+ Email
	+ Address
	+ Assistant
		- Phone #
		- Email
* Collect their Performance Rider and Stage Plot to save for your agent, talent buyer
1. **Items to do**
* Register songs
	+ SOCAN/ASCAP/BMI
	+ CMRRA/
	+ SoundExchange
	+ ACTRA
* Register for memberships if you haven’t yet
	+ AFM/CFM or your local musicians union
	+ SOCAN or ASCAP or your regional song writers collecting agency
	+ Your Provincial or Country-wide Music Association (Eg. Music Managers Forum US, or Music Ontario)
* Deadlines for funding (Eg. Alberta Music, FACTOR)
	+ Add all funding deadlines into your calendar
* Deadlines for festival submissions
	+ Add all festival, showcase, contest submission deadlines in your calendar