



ISLAND GIGS

Artist **Quick Start** Guide

Everything you need to set up your profile and start getting booked on Island Gigs.

Welcome to **Island Gigs** — the platform connecting artists and venues across Cyprus. This guide walks you through setting up your artist profile and getting your first bookings. **Estimated reading time: 5 minutes.**

STEP 1: Setting Up Your Profile

Your profile is your digital portfolio. A complete, professional profile attracts more bookings!

Essential Information

1. Add Your Photos

Your photos are the first thing venues see. Make them count!

- **Profile Photo** — A clear headshot or professional photo (circular display)
- **Cover Photo** — A wide shot of you performing or your branding (landscape format)

 **Tip:** Use high-quality, professional photos. Avoid blurry or poorly lit images.

2. Write Your Biography

Tell venues who you are in 10–500 characters.

What to include:

- Your experience level
- Music style or specialisation
- Types of events you perform at
- What makes you unique

 **Tip:** Keep it professional but personable. This is your elevator pitch!

3. Choose Your Category

Select the role that best describes you: Singer, DJ, Band, Musician, or other performer types. This helps venues filter and find the right type of artist for their event.

4. Select Your Music Genres

Choose **1 to 5 genres** you perform — Rock, Jazz, Electronic, Pop, Hip-Hop, House, Techno, Traditional, and more.

 **Tip:** More genres = more visibility in searches, but stay authentic to your style.

5. Set Your Pricing

Set price ranges (minimum to maximum in Euros) for:

- **Private Events** — weddings, parties, corporate events
- **Public Events** — clubs, festivals, public venues

 **Tip:** Research local market rates before setting prices. You can always negotiate!

6. Add Your Location

Enter your address or use GPS to set your location automatically. Venues often search for local artists to reduce travel costs and support local talent.

7. Set Your Availability

Let venues know when you're available for bookings. Choose from three options:

Option	When to Use
 Always Available	You're open to bookings anytime
 Not Available	You're not currently taking new bookings
 Specific Dates	Choose exactly which dates you're free

How to set specific dates:

1. Select the "Specific Dates" option
2. Choose individual dates from the calendar
3. Add multiple dates as needed
4. Update regularly as your schedule changes

 **Why it matters:** Venues prefer artists with clear availability. An updated calendar shows you're active and professional!

Optional (But Highly Recommended)

-  **Contact Details** — Email and phone number (kept private from venues; only shared within confirmed bookings)

- 🎵 **Songs** — Add YouTube links to showcase your music
- 📺 **Videos** — YouTube or Vimeo performance videos
- 📱 **Social Media** — Instagram, Facebook, YouTube, TikTok links

STEP 2: Publishing Your Profile

To publish your profile and become visible to venues, you must complete **at least 80%** of your profile sections.

How to Publish

1. Complete the essential sections listed above
2. Navigate to **"Review & Publish"** in your profile menu
3. Check your completion percentage (aim for 80% minimum)
4. Tap the **"Publish"** button

 **Important:** Unpublished profiles do not appear in venue search results.

 **Published = Bookable!** Venues can now discover you and send booking offers.

STEP 3: Working with Offers

Island Gigs uses an **offer system** to connect artists and venues. You can both send and receive offers.

Sending Offers to Venues

When to use: You found a venue you'd like to perform at.

1. Browse venues in the app
2. Find a venue that matches your style
3. Tap **"Send Offer"**
4. Fill in: your message, proposed dates and times, and your fee (optional)
5. Review and send — wait for the venue to respond

Possible outcomes:

-  **Accepted** — Booking confirmed!
-  **Rejected** — They declined (don't take it personally)
-  **Message** — They want to discuss or negotiate

Receiving Offers from Venues

When it happens: A venue discovers your profile and wants to book you!

1. You'll receive a **notification** when an offer arrives
2. Open the offer to review the date(s), time(s), event type, and offered fee
3. Choose your response:

Action	What It Means
 Accept	Confirm the booking — you're committed!
 Reject	Decline politely — the offer is closed
 Message	Negotiate terms, ask questions, discuss details

Offer Status Reference

Status	Meaning
 Pending	Draft offer, not sent yet
 Sent	Offer delivered, awaiting response
 Accepted	Booking confirmed by both parties
 Rejected	Offer declined
 Revoked	Offer cancelled by sender

 **Tip:** You can revoke an accepted offer if plans change, but do so professionally and as early as possible.

Best Practices & Tips

Profile Tips

-  **Aim for 100% completion** — complete profiles get significantly more views
-  **Use professional photos** — first impressions matter
-  **Keep your bio updated** — mention recent achievements or new styles
-  **Add videos and songs** — show, don't just tell

Availability Tips

-  **Update regularly** — keep your calendar current

-  **Set realistic availability** — don't overbook yourself
-  **Mark yourself "Available"** — venues prefer active artists

Communication Tips

-  **Respond promptly** — fast responses = professional reputation
-  **Be polite and professional** — even when declining
-  **Ask questions** — clarify details before accepting
-  **Honour commitments** — only accept offers you can fulfil

Pricing Tips

-  **Be transparent** — clear pricing builds trust
-  **Know your worth** — don't undervalue yourself
-  **Be flexible** — room for negotiation can lead to more bookings

Quick Action Checklist

- Complete your profile (aim for 100%)
- Add professional photos
- Write an engaging bio
- Set your pricing ranges
- Set your availability
- Add songs or videos
- **Publish your profile**
- Browse venues in your area
- Respond to offers promptly
- Keep your availability updated