



ISLAND GIGS

How **Offers** Work

A complete guide to the Island Gigs offer system — from creating a proposal to confirming a booking.

An **offer** is a formal booking proposal between an artist and a venue. Instead of calling or emailing back and forth, Island Gigs gives you a structured way to propose, negotiate, and confirm gig bookings — all in one place. **Either side can make the first move.**

The Two Types of Offers

Type 1: Artist Sends Offer to Venue

You've browsed venues, found one that matches your style, and want to reach out.

1. Go to the venue's profile
2. Tap "**Send Offer**"
3. The offer wizard opens — follow the 3 steps

Type 2: Venue Sends Offer to Artist

A venue has found your profile and wants to book you for an event.

1. You receive a **notification** — a new offer has arrived
2. Open the offer to review the details
3. Decide: Accept, Reject, or Message to negotiate

 **Tip:** Keep your profile published and your availability updated — venues are more likely to send offers to active, visible artists.

Creating an Offer — The 3-Step Wizard

Whether you're an artist or a venue, creating an offer follows the same 3-step process.

STEP 1 Choose Your Performance Dates

Select the date(s) you're proposing for the performance.

- You can add **multiple dates** (propose several options)
- Past dates cannot be selected
- Venues see artist availability; artists see venue operating schedule
- Tap a date to add it, tap again to remove it

 **Important:** The more date options you include, the more flexibility you give the other party — and the more likely they are to say yes!

STEP 2 Set Your Performance Times 🕒

For each date you added, set the time range for the performance.

Option	When to Use
🕒 Specific Times	You know exactly when you want to start and finish
🌙 Whole Event	The time isn't fixed yet — you'll work it out later

Time rules:

- Minimum performance duration: **30 minutes**
- Maximum performance duration: **12 hours**
- Overnight bookings are supported (e.g. 23:00 → 03:00)

💡 **Tip:** If you're flexible, use "Whole Event" to avoid losing the booking over a scheduling detail.

STEP 3 Review & Send 📤

Review the summary of all your proposed dates and times, then tap "**Send Offer**". The other party receives a notification instantly.

✅ Once sent, the offer is **live** and the other party can respond.

🚦 Offer Statuses Explained

Offer State

State	Meaning
📝 Draft	Started but not sent yet. Only you can see it.
✉️ Sent	Delivered — the other party can now respond.

Offer Response

Response	Meaning
 Awaiting Response	Sent, but no reply yet
 Accepted	Booking confirmed by both parties
 Rejected	The other party declined the offer
 Revoked	Cancelled by one of the parties
 Expired	All proposed dates have passed

What You Can Do at Each Stage

Draft (Not Sent Yet)

Action	Available?
Edit performance dates & times	 Yes
Send the offer	 Yes
Delete the offer entirely	 Yes
Accept / Reject	 No — not sent yet

 Take your time in draft mode. Once sent, you can no longer edit the dates.

Awaiting Response

Action	Sender	Receiver
View offer details		
Send messages		
Accept		
Reject		
Revoke offer		

✔ Accepted (Booking Confirmed)

Action	Both Parties
View offer details	✔ Yes
Continue messaging	✔ Yes
Revoke (cancel the booking)	✔ Yes — use responsibly
Edit dates or times	✘ No

⚠ **Think before you revoke an accepted offer.** Cancelling a confirmed booking damages your reputation. Only revoke in genuine emergencies — always message first.

💬 In-Offer Messaging

Every offer has its own **built-in message thread**. Use it to:

- Ask questions before accepting
- Negotiate fees or timing
- Confirm logistics after accepting
- Politely explain a rejection

💡 **Note:** These messages are tied to the specific offer — they're part of the booking record. Keep them professional and relevant to the booking.

🔒 **Contact Details:** Artist phone and email are only revealed to the venue once a booking is confirmed. Use the in-app messaging to negotiate before confirming.

🔍 Revoking vs. Rejecting vs. Deleting

Action	Who	When	Effect
Reject	Receiver only	Before accepting	Declines the offer. Cannot be undone.
Revoke	Either party	After sending or accepting	Cancels the offer. Other party is notified.
Delete	Either party	Draft: full delete / Sent: hide from list	Draft: gone. Sent: hidden from you — other party still sees it.

⚠️ **Soft Delete:** When you "delete" a sent offer, it disappears from your list but **the other party can still see it**. Nothing is truly erased once an offer has been sent.

Important Rules to Know

You Cannot Accept Your Own Offer

Only the **receiving party** can accept an offer. If you sent it, you wait for their response.

Free Plan Offer Limits

On the **free plan**, you can send **1 offer per month**. Receiving and responding to offers is always unlimited. Upgrade to a paid plan for unlimited outgoing offers.

Offers Expire Automatically

When all proposed dates in an offer have passed, the offer is marked as **Expired**. Tap "**Show Expired**" in your offers list to view them.

Deleted ≠ Gone

Deleting a *sent* offer only removes it from your view. The other party retains their copy — this protects both sides and keeps a record of all booking activity.

Tips for Better Offers

Date & Time Tips

-  **Propose multiple dates** to increase your chances of a match
-  **Use "Whole Event"** if timing is flexible
-  **Check availability first** — the calendar shows when the other party is free
-  **Think ahead** — leave time between gigs for travel and setup

Communication Tips

-  **Message before rejecting** — a quick question can turn a "no" into a "yes"
-  **Respond quickly** — fast replies signal professionalism
-  **Be clear and specific** — vague offers are often ignored
-  **Agree on details before accepting** — confirm fee, setup time, etc.

Commitment Tips

-  **Only send offers you intend to honour**
-  **Only accept offers you can deliver**
-  **If plans change, communicate early** — revoke promptly rather than going silent

Quick Reference Card

I want to...	How
Propose a gig at a venue	Go to venue profile → Send Offer
Check if a venue wants me	Offers → Incoming tab
Accept a booking	Open offer → Accept
Negotiate terms	Open offer → Messages
Cancel before they reply	Open offer → Revoke
Cancel an accepted booking	Open offer → Revoke (use with care!)
Remove an old offer	Open offer → Delete
See past/expired offers	Offers list → Show Expired