



IRELAND GIGS

# How Offers Work

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A complete guide to the Ireland 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, Ireland 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

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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

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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

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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
🕒 <b>Specific Times</b>	You know exactly when you want to start and finish
🌙 <b>Whole Event</b>	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
📝 <b>Draft</b>	Started but not sent yet. Only you can see it.
✉️ <b>Sent</b>	Delivered — the other party can now respond.


## Offer Response

Response	Meaning
 <b>Awaiting Response</b>	Sent, but no reply yet
 <b>Accepted</b>	Booking confirmed by both parties
 <b>Rejected</b>	The other party declined the offer
 <b>Revoked</b>	Cancelled by one of the parties
 <b>Expired</b>	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
<b>Reject</b>	Receiver only	Before accepting	Declines the offer. Cannot be undone.
<b>Revoke</b>	Either party	After sending or accepting	Cancels the offer. Other party is notified.
<b>Delete</b>	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

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

### Free Plan Offer Limits

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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

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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





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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

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-  **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

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-  **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

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-  **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