

## Plan the essential wording for your booking request

<b>Your intention</b> In one sentence what is the intention for this event	
<b>booking responsibility</b> In one sentence what is the Listing responsible for providing or doing	
<b>Date, start and stop times</b> Even date, start and stop times for this booking's service	
<b>booking description</b> in a recipe style format, list the logical sequence of things the Listing is providing or doing	
<b>Required equipment</b> List the essential equipment that the Listing must to bring to the event	
<b>Provided equipment</b> List the essential equipment that is already provided at the location of the event that the Listing will have access to	