

**[ POEA DEPARTMENT ORDER NO. 3-F, s. 1994,  
August 02, 1994 ]**

**BOOKING CONFIRMATION**

Further to Department Order No. 3 Series of 1994, the following additional guidelines are hereby promulgated:

**Section A  
Definition of Booking Confirmation**

A document prepared by the Licensed Agency for the purpose of specifying the Performing Artist/Members of the Performing Artist Group being contracted by one of its accredited foreign principals. It shall serve as the covering document of the individual employment contracts and similarly verified and authenticated.

**Section B  
Who are Covered by the Booking Confirmation**

All Artists who will be performing individually or as a member of the group shall be covered by a Booking Confirmation (BC)

**Section C  
Contents of the Booking Confirmation**

The Booking Confirmation shall contain the following information:

1. Name of Licensed Agency
2. Name of Authorized Training Center
3. Name and composition of the Performing Artists Group
4. Name of the Performing Artist/s
5. Name of Performance Venue
6. Name of Foreign Principal's Company; its President/Owner; its POEA Accreditation No.
7. Signatures of the Licensed Agency President/General Manager, Foreign Principal, Talent Manager/s of the Artist/s and the Artist/s
8. Gross Salary

**Section D  
Validity of the Booking Confirmation**

The BC shall be valid for (4) months beginning from the date the Licensed Agency submits the artist's complete documents to the principal. Upon receipt of documents, the principal shall deposit guarantee money with the Licensed Agency equivalent to not less than US\$300 for each artists. The artist shall not be booked with any other client or principal during the validity period of the BC.

The Licensed Agency must provide each artist with a copy of the BC and a receipt acknowledging his submission of the documents required by the principal and/or