

Band Operations & Internal Communication Worksheet

Band / Project Information

Band / Project Name: _____

Primary Genre / Style: _____

Primary Contact Email: _____

Primary Contact Phone: _____

Member Information

Member Name	Primary Role	Contact Information

Operational Responsibility Assignments

Responsibility	Assigned Member
Booking Communication	
Financial Management	
Social Media / Promotion	
Merch Management	
Rehearsal Scheduling	
Technical Coordination	
Recording Coordination	

Transportation Planning	
Website / Content Updates	

Commitment & Availability Discussion

Rehearsal Availability

Touring Availability

- Local Only
- Weekend Touring
- Regional Touring
- National Touring
- International Touring
- Limited Availability

Additional Notes:

Scheduling Limitations

Project Goals & Direction

Current Goals

- Casual Local Project
- Active Regional Growth
- Touring Expansion
- Recording & Release Focus
- Session Work
- Content Creation Focus

- Commercial Licensing
- Long-Term Professional Development

Long-Term Vision Discussion

Financial Expectations

Category	Agreement
Revenue Splits	
Merch Splits	
Recording Expenses	
Transportation Costs	
Hotel Costs	
Equipment Investment	
Reimbursement Expectations	

Communication Standards

Internal Communication Expectations

- Respond to important messages promptly
- Notify group early about scheduling conflicts
- Address concerns directly instead of indirectly
- Avoid emotional escalation in group chats
- Keep rehearsal communication organized
- Respect other members' time commitments

Preferred Communication Methods

- Group Chat
- Email
- Phone Call
- Video Call
- In-Person Discussion

Decision-Making Structure

Major Creative Decisions

- Group Vote
- Majority Vote
- Designated Creative Lead
- Collaborative Consensus

Operational Decisions

- Designated Manager
- Shared Responsibility
- Assigned Operational Leads

Rehearsal Management

Rehearsal Expectations

- Members arrive prepared
- Songs practiced beforehand
- Equipment tested before arrival
- Goals established before rehearsal
- Rehearsals begin on time

Recurring Rehearsal Problems

Internal Problem Review

Current Frustrations / Operational Concerns

Unresolved Issues Requiring Discussion

Conflict Resolution Expectations

- Address problems early before escalation
- Discuss disagreements directly
- Avoid public/internal humiliation
- Avoid passive-aggressive communication
- Separate operational problems from personal attacks
- Focus on solutions instead of blame

Project Stability Review

Question	Ye s	N o
Are responsibilities clearly understood?	<input type="checkbox"/>	<input type="checkbox"/>
Are expectations aligned realistically?	<input type="checkbox"/>	<input type="checkbox"/>
Is communication generally healthy?	<input type="checkbox"/>	<input type="checkbox"/>
Are financial expectations understood?	<input type="checkbox"/>	<input type="checkbox"/>
Are scheduling expectations realistic?	<input type="checkbox"/>	<input type="checkbox"/>
Are unresolved frustrations building?	<input type="checkbox"/>	<input type="checkbox"/>
Is operational workload balanced fairly?	<input type="checkbox"/>	<input type="checkbox"/>

Future Planning Notes