

WORKING MUSICIANS ALLIANCE: Day Sheet Template

EVENT INFORMATION

This document is intended to organize and communicate the operational schedule, staffing coordination, contact information, transportation details, and event-day workflow associated with the event identified below.

Please review all sections carefully and communicate any schedule changes, operational limitations, or emergency updates immediately whenever possible.

Event Name:

Event Date:

Venue Name:

Venue Address:

Event Type:

- Headline Show
- Festival
- Corporate Event
- Showcase
- Private Event
- Tour Date
- Other:

PRIMARY CONTACT INFORMATION

TOUR / ARTIST CONTACT

Name:

Position:

Phone:

Email:

VENUE / PROMOTER CONTACT

Name:

Position:

Phone:

Email:

PRODUCTION CONTACT

Name:

Position:

Phone:

Email:

EMERGENCY CONTACT

Name:

Position:

Phone:

DAILY SCHEDULE

This section is intended to clearly organize the operational timeline associated with event day.

Crew Call:

Artist Call:

Venue Access Time:

Load-In Time:

Setup Completion Time:

Soundcheck Time:

Doors Open:

Support Act Performance Time:

Headline Performance Time:

Estimated Performance End Time:

Curfew:

Load-Out Time:

Estimated Departure Time:

TRANSPORTATION & PARKING INFORMATION

This section is intended to communicate transportation coordination and parking procedures before arrival.

Parking Location:

Parking Instructions:

Bus Parking Available?

Yes

No

Trailer Parking Available?

Yes

No

Transportation Provider:

Driver Contact Information:

Airport / Hotel Shuttle Information:

Additional Transportation Notes:

HOTEL & LODGING INFORMATION

Hotel Name:

Hotel Address:

Hotel Phone Number:

Check-In Time:

Check-Out Time:

Reservation Information:

Additional Lodging Notes:

VENUE ACCESS & LOAD-IN INFORMATION

Loading Dock Available?

Yes

No

Elevator Access Available?

- Yes
- No

Street Load-In?

- Yes
- No

Stagehands Provided?

- Yes
- No

Security Present During Load-In?

- Yes
- No

Additional Access Notes:

TECHNICAL & PRODUCTION INFORMATION

This section is intended to organize technical coordination and production workflow for event day.

FOH Engineer:

Monitor Engineer:

Stage Manager:

Playback Technician:

Wireless Coordination Completed?

- Yes
- No

Shared Festival Backline?

- Yes
- No

Additional Production Notes:

HOSPITALITY INFORMATION

Dressing Rooms Ready?

- Yes
- No

Catering Available?

Yes

No

Hospitality Buyout Issued?

Yes

No

Meal Schedule:

Hospitality Contact:

Additional Hospitality Notes:

MERCHANDISE INFORMATION

Merchandise Sales Allowed?

Yes

No

Merchandise Area Location:

Merchandise Settlement Contact:

Venue Merchandise Percentage:

Additional Merchandise Notes:

SECURITY & OPERATIONAL NOTES

Restricted Access Areas:

Security Procedures:

Guest List Procedures:

Additional Security Notes:

WEATHER & EMERGENCY INFORMATION

Weather Considerations:

Emergency Exits Reviewed?

- Yes
- No

Nearest Hospital:

Additional Emergency Notes:

ATTACHED DOCUMENTS

- Venue Advance Sheet Attached
- Tech Rider Attached
- Hospitality Rider Attached
- Stage Plot Attached
- Input List Attached
- Settlement Sheet Attached
- Additional Documents Attached

ADDITIONAL EVENT NOTES

DAY SHEET CONFIRMATION

The parties listed below acknowledge that the operational details outlined within this day sheet have been reviewed and distributed prior to event day whenever possible.

VENUE / PRODUCTION REPRESENTATIVE

Printed Name:

Position:

Signature:

Date:

ARTIST / TOUR REPRESENTATIVE

Printed Name:

Position:

Signature:

Date:

IMPORTANT NOTICE

This day sheet template is provided by Working Musicians Alliance as an educational and operational resource intended to encourage clearer communication and stronger professional standards throughout live entertainment and touring environments.

This document should be distributed to all relevant personnel prior to event day whenever possible to help reduce operational misunderstandings and improve production workflow.