

WORKING MUSICIANS ALLIANCE: Hospitality Rider Template

ARTIST / EVENT INFORMATION

This document is intended to communicate hospitality expectations associated with the performance, tour, event, or appearance identified below.

Please review all sections carefully and communicate any venue limitations, substitutions, or operational concerns in advance whenever possible.

Artist / Band Name:

Tour / Event Name:

Performance Date:

Venue Name:

Venue Address:

Artist Representative:

Phone / Email:

Venue / Promoter Representative:

Phone / Email:

TOURING PARTY INFORMATION

This section is intended to clarify the size of the touring or operational party associated with the event.

Total Touring Personnel:

Number Of Performers:

Number Of Crew Members:

Number Of Drivers / Additional Personnel:

Additional Personnel Notes:

DRESSING ROOM & BACKSTAGE REQUIREMENTS

This section is intended to communicate backstage accommodation expectations and operational needs.

Dressing Room Requested?

Yes

No

Number Of Dressing Rooms Requested:

Mirror Requested?

- Yes
- No

Seating Requested?

- Yes
- No

Private Restroom Access Requested?

- Yes
- No

Climate-Controlled Space Requested?

- Yes
- No

Wi-Fi Access Requested?

- Yes
- No

Additional Dressing Room Notes:

FOOD & CATERING REQUIREMENTS

This section is intended to communicate meal and catering expectations associated with the performance or event.

Hospitality Style Requested:

- Full Catering
- Light Snacks
- Buyout Arrangement
- Per Diem
- Other:

Meal Quantity Requested:

Meal Timing Requested:

Preferred Food Options:

Dietary Restrictions:

Allergy Considerations:

Additional Catering Notes:

BEVERAGE REQUIREMENTS

Bottled Water Requested?

- Yes
- No

Coffee Requested?

- Yes
- No

Soft Drinks Requested?

- Yes
- No

Sports Drinks Requested?

- Yes
- No

Alcohol Requested?

- Yes
- No

Additional Beverage Notes:

PERSONAL & BACKSTAGE SUPPLIES

This section is intended to communicate common backstage operational needs and personal support items.

Towels Requested:

Ice Requested?

- Yes
- No

Trash & Recycling Access Requested?

- Yes
- No

Power Access In Dressing Room Requested?

- Yes
- No

Phone Charging Access Requested?

- Yes
- No

Additional Supply Notes:

PARKING & TRANSPORTATION

This section is intended to communicate operational parking and transportation expectations.

Parking Requested?

- Yes
- No

Number Of Vehicles:

Bus Parking Requested?

- Yes
- No

Trailer Parking Requested?

- Yes
- No

Load-In Access Requested?

- Yes
- No

Local Transportation Assistance Requested?

- Yes
- No

Additional Parking Notes:

LODGING & ACCOMMODATIONS

Lodging Assistance Requested?

- Yes
- No

Number Of Rooms Requested:

Check-In Expectations:

Additional Lodging Notes:

RUNNER & LOCAL ASSISTANCE

Runner Requested?

- Yes
- No

Runner Availability Time:

Additional Runner Notes:

ACCESSIBILITY & SPECIAL CONSIDERATIONS

This section is intended to communicate accessibility needs, operational sensitivities, or special accommodations that may affect event-day coordination.

Accessibility Considerations:

Security / Privacy Considerations:

Sober Environment Requested?

- Yes
- No

Additional Special Considerations:

HOSPITALITY BUYOUT INFORMATION (IF APPLICABLE)

Hospitality Buyout Agreed?

- Yes
- No

Buyout Amount:

Payment Timing:

Additional Buyout Notes:

SCHEDULE COORDINATION

Estimated Arrival Time:

Soundcheck Time:

Performance Time:

Curfew:

Additional Schedule Notes:

VENUE LIMITATIONS & ADVANCE COMMUNICATION

This section is intended to encourage advance communication regarding any venue limitations before event day.

Known Venue Limitations:

Additional Venue Notes:

ATTACHED DOCUMENTS

- Tech Rider Attached
- Stage Plot Attached
- Input List Attached
- Hospitality Buyout Agreement Attached
- Additional Documents Attached

ADDITIONAL NOTES

IMPORTANT NOTICE

This hospitality rider 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 reviewed and advanced with venue representatives prior to event day whenever possible to help reduce operational misunderstandings and improve backstage coordination.