

## WORKING MUSICIANS ALLIANCE: Load-In Checklist Template

### EVENT INFORMATION

This document is intended to organize and coordinate the load-in, setup, and operational preparation process associated with the performance or event identified below. Please review all sections carefully and communicate any operational limitations, scheduling conflicts, or access concerns in advance whenever possible.

Event Name:

Event Date:

Venue Name:

Venue Address:

Artist / Tour Name:

Venue / Production Contact:

Phone / Email:

Tour Manager / Artist Representative:

Phone / Email:

### ARRIVAL & ACCESS COORDINATION

This section is intended to clarify arrival timing, parking procedures, and venue access information before load-in begins.

Scheduled Arrival Time:

Load-In Start Time:

Venue Access Time:

Loading Dock Available?

- Yes
- No

Street Load-In?

- Yes
- No

Elevator Access Available?

- Yes
- No

Stair Access Limitations:

Parking Instructions:

Bus Parking Available?

- Yes
- No

Trailer Parking Available?

- Yes
- No

Additional Access Notes:

#### TOURING PERSONNEL & STAFFING

This section is intended to clarify staffing coordination and operational responsibilities during load-in.

Total Touring Personnel:

Stagehands Provided?

- Yes
- No

Number Of Stagehands:

Runner Provided?

- Yes
- No

Security Present During Load-In?

- Yes
- No

Load-In Supervisor:

Additional Staffing Notes:

#### EQUIPMENT & UNLOADING CHECKLIST

This section is intended to organize equipment arrival and unloading procedures.

Backline Arriving With Artist?

- Yes
- No

Rental Equipment Arriving Separately?

- Yes
- No

Merchandise Inventory Arriving?

- Yes
- No

Playback / Production Systems Arriving?

- Yes
- No

Cases & Equipment Count:

Large / Specialty Equipment:

Fragile Equipment Notes:

Additional Equipment Notes:

## STAGE PREPARATION

This section is intended to confirm stage readiness before setup begins.

Stage Cleared Before Arrival?

- Yes
- No

Risers Installed?

- Yes
- No

Drum Riser Ready?

- Yes
- No

Monitor Positions Marked?

- Yes
- No

Power Drops Available?

- Yes
- No

Lighting Rig Ready?

- Yes
- No

Additional Stage Notes:

## TECHNICAL PREPARATION

This section is intended to confirm technical system readiness before soundcheck.

FOH Console Ready?

- Yes
- No

Monitor Console Ready?

- Yes
- No

Input List Received?

- Yes
- No

Stage Plot Received?

- Yes
- No

Playback System Tested?

- Yes
- No

Wireless Coordination Completed?

- Yes
- No

Additional Technical Notes:

## BACKLINE & EQUIPMENT SETUP

Backline Setup Complete?

- Yes
- No

Amplifiers Positioned?

- Yes
- No

Drum Hardware Installed?

- Yes
- No

Keyboard Stations Ready?

- Yes
- No

DJ / Playback Position Ready?

- Yes
- No

Additional Backline Notes:

## MERCHANDISE SETUP

Merchandise Area Assigned?

- Yes
- No

Table / Booth Ready?

- Yes
- No

Power Available For Merch Area?

- Yes
- No

Internet Available For POS Systems?

- Yes
- No

Merchandise Staffing Confirmed?

- Yes
- No

Additional Merchandise Notes:

## HOSPITALITY & BACKSTAGE ACCESS

Dressing Room Ready?

- Yes
- No

Hospitality Rider Reviewed?

- Yes
- No

Water & Beverages Available?

- Yes
- No

Catering Confirmed?

- Yes
- No

Hospitality Buyout Issued?

- Yes
- No

Additional Hospitality Notes:

## SOUND CHECK & PERFORMANCE READINESS

Soundcheck Time:

Line Check Completed?

- Yes
- No

Monitor Mixes Confirmed?

- Yes
- No

Playback Tested?

- Yes
- No

Final Technical Approval Completed?

- Yes
- No

Additional Soundcheck Notes:

## SAFETY & OPERATIONAL CONSIDERATIONS

This section is intended to identify operational safety concerns or venue limitations before performance begins.

Emergency Exits Reviewed?

- Yes
- No

Power Safety Verified?

- Yes
- No

Cable Management Completed?

- Yes
- No

Restricted Areas Communicated?

- Yes
- No

Additional Safety Notes:

#### FINAL LOAD-IN CONFIRMATION

The parties listed below acknowledge that the operational details outlined within this load-in checklist have been reviewed and coordinated prior to performance.

#### VENUE / PRODUCTION REPRESENTATIVE

Printed Name:

Position:

Signature:

Date:

#### ARTIST / TOUR REPRESENTATIVE

Printed Name:

Position:

Signature:

Date:

#### IMPORTANT NOTICE

This load-in checklist 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 coordinated between all relevant parties prior to event day whenever possible to help reduce operational misunderstandings and improve production workflow.