

# **WORKING MUSICIANS ALLIANCE**

## **Payment Documentation Checklist**

### **EVENT / TOUR INFORMATION**

**Artist / Band Name:**

**Tour / Event Name:**

**Venue / Client Name:**

**Event Date:**

**Tour Manager / Financial Contact:**

### **PERFORMANCE AGREEMENTS & BOOKING RECORDS**

- Performance agreement saved
- Venue agreement saved
- Deposit agreement confirmed
- Hospitality terms documented
- Merch terms documented
- Door deal / percentage structure documented
- Cancellation terms confirmed

- Routing information saved
- Venue advance sheet saved
- Day sheet received

**Additional Booking Notes:**

## **PAYMENT DOCUMENTATION**

- Deposit invoice sent
- Deposit payment received
- Final invoice sent
- Final payment received
- Payment due dates documented
- Payment screenshots saved
- Bank transfer confirmations saved
- Digital payment confirmations saved
- Cash payments documented
- Outstanding balances tracked

**Additional Payment Notes:**

## **SETTLEMENT DOCUMENTATION**

- Settlement sheet received
- Attendance numbers documented

- Ticket percentages confirmed
- Venue deductions documented
- Merch settlement documented
- Merch percentages confirmed
- Buyout agreements documented
- Final payout calculations verified

**Additional Settlement Notes:**

## **COMMUNICATION RECORDS**

- Important emails archived
- Text message screenshots saved
- Social media message screenshots saved
- Schedule changes documented
- Performance changes confirmed in writing
- Cancellation discussions documented
- Verbal changes followed up in writing

**Additional Communication Notes:**

## **EXPENSE & RECEIPT TRACKING**

- Fuel receipts saved
- Lodging receipts saved

- Food / per diem expenses tracked
- Parking / toll receipts saved
- Equipment purchases documented
- Merchandise production costs documented
- Emergency purchases documented
- Shared band expenses tracked
- Mileage logged

**Additional Expense Notes:**

## **CONTRACTOR & CREW DOCUMENTATION**

- Contractor payments documented
- Crew compensation documented
- Session musician payments tracked
- Independent contractor records organized
- Reimbursements documented
- Payroll / split agreements saved

**Additional Contractor Notes:**

## **TAX & FINANCIAL ORGANIZATION**

- Income records organized

- Invoices archived
- Expense logs updated
- Tax forms collected
- Business / personal expenses separated
- Merchandise revenue documented
- Touring expenses organized
- Accounting records updated

**Additional Financial Notes:**

## **DIGITAL FILE ORGANIZATION**

- Important files backed up
- Tour folders organized
- Payment records labeled clearly
- Cloud backups maintained
- Receipt photos organized
- Contracts stored digitally
- Emergency contact lists updated

**Additional Digital Organization Notes:**

## **FINAL REVIEW**

- Are all important agreements saved?

- Are all payments documented?
- Are all outstanding balances tracked?
- Are all receipts organized?
- Are all settlement records stored safely?
- Are communication records backed up?
- Would this documentation be understandable six months from now?

## **PERSONAL NOTES**

## **FINAL NOTE**

Good documentation practices help reduce confusion, improve organization, support financial tracking, simplify tax preparation, and create clearer operational records throughout touring and live entertainment activity.

Most payment disputes become easier to resolve when accurate documentation already exists.