

## WORKING MUSICIANS ALLIANCE: Routing Schedule Template

### TOUR INFORMATION

This document is intended to organize and communicate the routing, travel coordination, transportation timing, venue sequencing, lodging arrangements, and operational movement associated with the tour or event run identified below.

Please review all sections carefully and communicate any routing changes, transportation delays, scheduling conflicts, or operational concerns immediately whenever possible.

Tour / Event Run Name:

Artist / Touring Act:

Tour Start Date:

Tour End Date:

Tour Manager:

Phone / Email:

Booking Contact:

Phone / Email:

Production Contact:

Phone / Email:

### PRIMARY TOUR CONTACTS

#### TOUR MANAGEMENT

Name:

Position:

Phone:

Email:

#### TRANSPORTATION CONTACT

Name:

Position:

Phone:

Email:

## EMERGENCY CONTACT

Name:

Position:

Phone:

## TOUR VEHICLE INFORMATION

This section is intended to organize transportation and touring vehicle coordination associated with the routing schedule.

Primary Tour Vehicle:

Additional Vehicles:

Trailer Information:

Bus Company (if applicable):

Driver Information:

Vehicle Plate Numbers:

Additional Vehicle Notes:

## TOUR DATE ROUTING SCHEDULE

This section is intended to clearly organize the operational sequence of tour dates, venue locations, and travel timing.

### TOUR DATE #1

Date:

City / State / Country:

Venue Name:

Venue Address:

Venue Contact:

Venue Phone:

Venue Capacity:

Distance From Previous Location:

Estimated Drive Time:

Arrival Time:

Load-In Time:

Soundcheck Time:

Performance Time:

Curfew:

Hotel Name:

Hotel Address:

Parking Notes:

Additional Routing Notes:

TOUR DATE #2

Date:

City / State / Country:

Venue Name:

Venue Address:

Venue Contact:

Venue Phone:

Venue Capacity:

Distance From Previous Location:

Estimated Drive Time:

Arrival Time:

Load-In Time:

Soundcheck Time:

Performance Time:

Curfew:

Hotel Name:

Hotel Address:

Parking Notes:

Additional Routing Notes:

TOUR DATE #3

Date:

City / State / Country:

Venue Name:

Venue Address:

Venue Contact:

Venue Phone:

Venue Capacity:

Distance From Previous Location:

Estimated Drive Time:

Arrival Time:

Load-In Time:

Soundcheck Time:

Performance Time:

Curfew:

Hotel Name:

Hotel Address:

Parking Notes:

Additional Routing Notes:

## DAY-OFF & TRAVEL DAYS

This section is intended to organize non-performance travel days and operational rest periods associated with the routing schedule.

Scheduled Day-Off Dates:

Maintenance / Vehicle Service Notes:

Crew Rest Coordination:

Additional Travel Day Notes:

## FLIGHT & TRANSPORTATION INFORMATION

Flight Information Required?

Yes

No

Airport Pickup Coordination:

Shuttle Coordination:

Rental Vehicle Information:

Additional Transportation Notes:

## BORDER CROSSING & INTERNATIONAL TRAVEL

International Travel Involved?

Yes

No

Passport Verification Completed?

Yes

No

Visa Requirements Confirmed?

Yes

No

Equipment Carnets Required?

Yes

No

Border Crossing Notes:

Additional International Notes:

## WEATHER & EMERGENCY CONSIDERATIONS

Weather Concerns:

Emergency Vehicle Procedures:

Nearest Emergency Contacts:

Additional Emergency Notes:

## OPERATIONAL NOTES & TOUR CONSIDERATIONS

This section is intended to communicate important operational information that may affect routing, scheduling, staffing, or transportation coordination.

Venue Restrictions:

Curfew Considerations:

Staffing Limitations:

Production Dependencies:

Additional Operational Notes:

## ATTACHED DOCUMENTS

- Day Sheets Attached
- Venue Advance Sheets Attached
- Tech Riders Attached
- Hospitality Riders Attached
- Stage Plots Attached
- Settlement Sheets Attached
- Additional Documents Attached

## FINAL TOUR COORDINATION NOTES

## ROUTING CONFIRMATION

The parties listed below acknowledge that the routing and operational information outlined within this document has been reviewed and distributed prior to tour commencement whenever possible.

## TOUR REPRESENTATIVE

Printed Name:

Position:

Signature:

Date:

## MANAGEMENT / PRODUCTION REPRESENTATIVE

Printed Name:

Position:

Signature:

Date:

## IMPORTANT NOTICE

This routing schedule 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 updated regularly throughout the tour cycle whenever operational changes occur to help reduce scheduling misunderstandings and improve overall touring workflow.