

WORKING MUSICIANS ALLIANCE

Show Advance Checklist

EVENT INFORMATION

Artist / Band / Tour Name:

Venue Name:

Event Date:

City / State:

Venue Address:

Venue Website:

PRIMARY CONTACTS

Role	Name	Phone	Email
Venue Contact	_____	_____	_____
Promoter	_____	_____	_____
Production Manager	_____	_____	_____
FOH Engineer	_____	_____	_____

Tour Manager	_____	_____	_____
	-	-	-
Merch Contact	_____	_____	_____
	-	-	-

ADVANCE COMMUNICATION STATUS

- Initial advance email sent
- Venue responded
- Final details confirmed
- Updated schedule received
- Emergency contacts confirmed
- Day-of-show communication established

LOAD-IN & PARKING

Load-In Time:

Parking Instructions:

Trailer Parking Available?

- Yes
- No

Overnight Parking Available?

- Yes
- No

Load-In Access Notes:

Elevator / Stairs / Accessibility Notes:

PERFORMANCE SCHEDULE

Activity	Time
Venue Access	_____
	—
Load-In	_____
	—
Soundcheck	_____
	—
Doors Open	_____
	—
Support Act Start	_____
	—
Artist Set Time	_____
	—
Set End Time	_____
	—
Curfew	_____
	—
Load-Out	_____
	—

LINEUP & SET DETAILS

Headliner:

Support Acts:

Artist Set Length:

Changeover Time:

Encore Allowed?

Yes

No

PRODUCTION & TECHNICAL CONFIRMATION

Input list delivered

Stage plot delivered

Backline requirements confirmed

Microphone requirements confirmed

Playback requirements confirmed

Monitor requirements confirmed

Lighting requirements discussed

DI boxes confirmed

Drum riser confirmed if needed

Power requirements confirmed

Wireless requirements confirmed

FOH engineer confirmed

Monitor engineer confirmed

Additional Technical Notes:

HOSPITALITY & BUYOUTS

Hospitality Included?

Yes

No

Hospitality Buyout Included?

Yes

No

Hospitality Details:

Drink Tickets Included?

Yes

No

Green Room Access?

Yes

No

WiFi Access Provided?

Yes

No

Additional Hospitality Notes:

MERCHANDISE INFORMATION

Merchandise Sales Allowed?

- Yes
- No

Venue Merch Percentage:

Merch Table Provided?

- Yes
- No

Merch Seller Credentials Needed?

- Yes
- No

Power Available At Merch Area?

- Yes
- No

Additional Merch Notes:

SETTLEMENT INFORMATION

Settlement Contact:

Settlement Timing:

Payment Method:

- Cash

- Check
- Digital Payment
- Bank Transfer

Settlement Location:

Settlement Documents Required?

- Yes
- No

Additional Settlement Notes:

VENUE RULES & RESTRICTIONS

- Curfew confirmed
- Noise restrictions discussed
- Pyrotechnics restrictions discussed
- Smoking rules confirmed
- Photo/video policies confirmed
- Guest list procedure confirmed
- Re-entry policy confirmed
- Security procedures discussed

Additional Venue Rules:

DAY-OF-SHOW COMMUNICATION

Primary Day-Of Contact:

Emergency Phone Number:

Backup Contact:

Arrival Instructions:

FINAL ADVANCE REVIEW

- All times confirmed
- Parking confirmed
- Production requirements confirmed
- Hospitality confirmed
- Settlement procedure confirmed
- Support acts coordinated
- Venue contact responsive
- Emergency communication established
- Artist team informed of schedule
- Promotional responsibilities understood

ADDITIONAL NOTES

FINAL NOTE

Proper show advancement helps reduce preventable confusion, improve operational communication, streamline production coordination, and create smoother live event experiences for artists, venues, promoters, engineers, and touring personnel.

Many touring problems can be prevented simply by confirming important details before arrival.