

Show Day Operations & Professionalism Checklist

Show Information

Artist / Band Name: _____

Venue Name: _____

Event Date: _____

Event Name: _____

Primary Venue Contact: _____

Technical Contact: _____

Settlement Contact: _____

Show Day Timeline

Task	Time
Departure Time	
Arrival Time	
Load-In Time	
Soundcheck Time	
Doors Open	
Set Start Time	
Set End Time	
Curfew	
Load-Out Completion	

Equipment & Gear Checklist

Instruments & Performance Gear

- Guitar(s)
- Bass(es)
- Drum Hardware
- Cymbals
- Keyboard(s)
- Playback Device
- In-Ear Monitors
- Tuners
- Pedalboards
- Power Supplies

Technical & Utility Gear

- XLR Cables
- Instrument Cables
- Extension Cords
- Power Strips
- DI Boxes
- USB Drives
- Backup Playback Files
- Laptop Charger
- Spare Batteries
- Adapters

Emergency Backup Items

- Spare Strings
- Drum Key
- Extra Picks
- Gaffer Tape
- Flashlight
- Backup Cables
- Backup Power Supply
- First Aid Kit

Crew & Responsibility Assignments

Responsibility	Assigned To
Merch Setup	
Stage Setup	
Playback Operation	
Load-In Coordination	
Settlement Collection	
Photography / Video	
Load-Out Coordination	

Soundcheck Preparation

Before soundcheck:

- Input list submitted
- Stage plot submitted
- Playback system tested
- Monitor requests prepared
- Instruments tuned
- Wireless systems checked
- Backup playback available
- Laptop notifications disabled
- Phones silenced

Monitor & Playback Notes

Merch Operations

Merch Inventory

Item	Quantity
Shirts	
Vinyl	
CDs	
Stickers	
Posters	
Other	

Merch Setup Checklist

- Pricing signs prepared
- Cash organized
- Card reader charged
- Payment apps tested
- Table/display setup ready
- Inventory counted before show

Financial & Settlement Information

Category	Information
Guarantee Amount	
Door Percentage	
Merch Cut	
Parking Reimbursement	
Payment Method	
Settlement Contact	

Day Of Show Conduct Checklist

Question	Completed

Arrived on time	<input type="checkbox"/>
Communicated professionally	<input type="checkbox"/>
Respected venue staff	<input type="checkbox"/>
Respected schedule limitations	<input type="checkbox"/>
Kept backstage/stage area organized	<input type="checkbox"/>
Handled technical issues calmly	<input type="checkbox"/>
Promoted the event responsibly	<input type="checkbox"/>
Cleared stage efficiently	<input type="checkbox"/>

Post-Show Procedures

After the performance:

- Merch inventory counted
- Payment received/confirmed
- Gear loaded out completely
- Stage area checked for forgotten items
- Venue thanked professionally
- Photos/videos backed up
- Social media posts prepared
- Future booking conversation initiated if appropriate

Post-Show Notes

Audience Response / Attendance Notes

Technical Issues Encountered

Venue Relationship Notes

Final Review

- All gear accounted for
- Venue property respected
- Trash/cleanup completed
- Contacts saved for future opportunities
- Follow-up communication planned