

WORKING MUSICIANS ALLIANCE: Tour Budget Worksheet Template

TOUR INFORMATION

This document is intended to organize, estimate, and track the projected income, expenses, operational costs, and financial considerations associated with the tour or event run identified below.

Please review all projected costs carefully and update actual figures regularly throughout the touring cycle whenever possible.

Tour / Event Run Name:

Artist / Touring Act:

Tour Start Date:

Tour End Date:

Tour Manager:

Phone / Email:

Booking Contact:

Phone / Email:

TOUR OVERVIEW

This section is intended to provide a general operational overview of the tour.

Total Number Of Shows:

Total Number Of Travel Days:

Total Number Of Day-Offs:

Total Touring Personnel:

Total Crew Members:

Transportation Type:

- Van
- Bus
- Flights
- Mixed Transportation
- Other:

Additional Tour Notes:

PROJECTED REVENUE

This section is intended to estimate the projected revenue associated with the tour.

Artist Guarantees:

\$ _____

Backend Percentage Participation:

\$ _____

Merchandise Revenue Projection:

\$ _____

Sponsorship Revenue:

\$ _____

VIP / Meet & Greet Revenue:

\$ _____

Livestream Revenue:

\$ _____

Additional Revenue Sources:

Additional Revenue Projection:

\$ _____

TOTAL PROJECTED REVENUE:

\$ _____

TRANSPORTATION EXPENSES

This section is intended to estimate transportation-related operating costs.

Fuel Costs:

\$ _____

Vehicle Rental Costs:

\$ _____

Bus Rental Costs:

\$ _____

Flights:

\$ _____

Parking Expenses:

\$ _____

Tolls:

\$ _____

Vehicle Insurance:

\$ _____

Vehicle Maintenance:

\$ _____

Trailer Expenses:

\$ _____

Additional Transportation Notes:

TOTAL TRANSPORTATION EXPENSES:

\$ _____

LODGING & DAILY LIVING EXPENSES

Hotel Expenses:

\$ _____

Airbnb / Lodging Expenses:

\$ _____

Per Diems:

\$ _____

Catering Expenses:

\$ _____

Daily Food Expenses:

\$ _____

Laundry Expenses:

\$ _____

Additional Lodging Notes:

TOTAL LODGING & DAILY EXPENSES:

\$ _____

STAFFING & PAYROLL EXPENSES

This section is intended to estimate staffing and crew-related operational expenses.

Tour Manager Compensation:

\$ _____

FOH Engineer Compensation:

\$ _____

Monitor Engineer Compensation:

\$ _____

Merchandise Personnel Compensation:

\$ _____

Driver Compensation:

\$ _____

Stage Technician Compensation:

\$ _____

Security Personnel Compensation:

\$ _____

Additional Staffing Expenses:

Additional Staffing Cost:

\$ _____

TOTAL STAFFING EXPENSES:

\$ _____

PRODUCTION & TECHNICAL EXPENSES

Backline Rental Expenses:

\$ _____

Audio Equipment Rental:

\$ _____

Lighting Rental:

\$ _____

Wireless System Expenses:
\$ _____
Playback System Expenses:
\$ _____
Production Rehearsal Expenses:
\$ _____
Storage Expenses:
\$ _____

Additional Production Notes:

TOTAL PRODUCTION EXPENSES:
\$ _____

MERCHANDISE EXPENSES

This section is intended to estimate merchandise-related costs and operational expenses.

Merchandise Production Costs:
\$ _____
Merchandise Shipping Expenses:
\$ _____
Venue Merchandise Percentages:
\$ _____
Credit Card Processing Fees:
\$ _____
Merchandise Staffing Expenses:
\$ _____
Additional Merchandise Expenses:

Additional Merchandise Cost:
\$ _____

TOTAL MERCHANDISE EXPENSES:
\$ _____

MARKETING & PROMOTIONAL EXPENSES

Advertising Costs:
\$ _____
Social Media Promotion:
\$ _____
Poster / Flyer Printing:
\$ _____
PR / Marketing Costs:
\$ _____
Content Creation Expenses:
\$ _____
Additional Promotional Notes:

TOTAL MARKETING EXPENSES:
\$ _____

INSURANCE, LEGAL & ADMINISTRATIVE EXPENSES

Tour Insurance:
\$ _____

Equipment Insurance:
\$ _____
Legal Expenses:
\$ _____
Accounting / Bookkeeping:
\$ _____
Management Commission:
\$ _____
Booking Commission:
\$ _____
Taxes:
\$ _____
Additional Administrative Notes:

TOTAL ADMINISTRATIVE EXPENSES:
\$ _____

EMERGENCY & CONTINGENCY FUND

Professional touring operations frequently encounter unexpected expenses.

This section is intended to encourage realistic emergency planning whenever possible.

Vehicle Repair Reserve:
\$ _____
Emergency Lodging Reserve:
\$ _____
Medical Emergency Reserve:
\$ _____
Equipment Failure Reserve:
\$ _____
General Emergency Fund:
\$ _____

Additional Emergency Notes:

TOTAL EMERGENCY RESERVE:
\$ _____

FINAL TOUR PROJECTION
TOTAL PROJECTED REVENUE:
\$ _____
TOTAL PROJECTED EXPENSES:
\$ _____
PROJECTED NET PROFIT / LOSS:
\$ _____
Estimated Break-Even Point:
\$ _____

Additional Financial Notes:

ACTUAL TOUR RESULTS TRACKING

This section may be used to compare projected estimates against actual tour performance.

Actual Revenue:

\$ _____

Actual Expenses:

\$ _____

Actual Net Profit / Loss:

\$ _____

Additional Actual Results Notes:

ADDITIONAL OPERATIONAL NOTES

TOUR BUDGET ACKNOWLEDGMENT

The parties listed below acknowledge that the financial information outlined within this worksheet has been reviewed for operational planning purposes.

TOUR REPRESENTATIVE

Printed Name:

Position:

Signature:

Date:

MANAGEMENT / BUSINESS REPRESENTATIVE

Printed Name:

Position:

Signature:

Date:

IMPORTANT NOTICE

This tour budget worksheet template is provided by Working Musicians Alliance as an educational and operational resource intended to encourage clearer communication, stronger financial preparation, and more sustainable touring practices throughout live entertainment environments.

This document is intended for operational planning purposes only and should not be considered a substitute for formal accounting, tax preparation, legal counsel, or professional financial advising.