

# Touring Package Builder & Live Booking Preparation Sheet

## Artist / Project Information

Artist / Band Name: \_\_\_\_\_

Genre: \_\_\_\_\_

Home City / Region: \_\_\_\_\_

Primary Booking Contact: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Website: \_\_\_\_\_

Spotify Link: \_\_\_\_\_

YouTube Link: \_\_\_\_\_

Instagram / Social Links: \_\_\_\_\_

## Touring Package Asset Checklist

Asset	Completed
Artist Biography	<input type="checkbox"/>
Short Artist Description	<input type="checkbox"/>
Professional Press Photos	<input type="checkbox"/>
Logo Files	<input type="checkbox"/>
Live Performance Videos	<input type="checkbox"/>
Streaming Links	<input type="checkbox"/>
Downloadable Music Files	<input type="checkbox"/>

One-Sheet PDF	<input type="checkbox"/>
Stage Plot	<input type="checkbox"/>
Input List	<input type="checkbox"/>
Technical Rider	<input type="checkbox"/>
Hospitality Rider	<input type="checkbox"/>
Promotional Graphics	<input type="checkbox"/>
Tour Poster Template	<input type="checkbox"/>

## Live Performance Information

**Standard Set Length:** \_\_\_\_\_

**Typical Performance Format:**

- Solo
- Duo
- Full Band
- Acoustic
- Backing Tracks Used
- Hybrid Performance

## Touring Personnel

<b>Nam e</b>	<b>Rol e</b>

## Instrumentation

## Technical Information

## Monitoring Requirements

- Wedges
- In-Ear Monitors
- Shared Mixes Acceptable
- Click Track Required
- Backing Tracks Used

Additional Notes:

## Backline Requirements

Equipment Needed	Provided By
Drum Kit	
Bass Amp	
Guitar Amp	
Keyboard Stand	
DI Boxes	
Microphones	

## Stage Plot Notes

## Input List

Input	Source	Notes
1		
2		
3		
4		

5		
6		

## Booking Outreach Tracker

Venue / Promoter	Date Contacted	Follow-Up Date	Response	Confirmed
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

## Show Promotion Checklist

Before announcing the show:

- Venue flyer received
- Ticket link verified
- Social media graphics prepared
- Promotional video clip prepared
- Venue tagged correctly
- Event page created
- Mailing list announcement prepared
- Collaborative post coordinated with venue
- Merch inventory prepared

## Touring Logistics

### Transportation Plan

### Lodging Plan

## Load-In Responsibilities

<b>Responsibility</b>	<b>Assigned To</b>
Merch Setup	
Gear Load-In	
Stage Setup	
Backline Coordination	
Settlement Collection	

## Financial Planning

<b>Expense / Income</b>	<b>Estimated Amount</b>
Performance Guarantee	
Door Percentage	
Merch Sales Estimate	
Fuel Costs	
Hotel Costs	
Parking / Tolls	
Food / Per Diem	
Emergency Reserve	

## Emergency Information

### Emergency Contact

### Medical / Vehicle Information

## **Equipment Backup Plan**

## **Day Of Show Checklist**

- Arrival time confirmed
- Load-in time confirmed
- Parking instructions confirmed
- Soundcheck schedule confirmed
- Merch prepared
- Setlist printed
- Backup cables/accessories packed
- Phones charged
- Payment terms confirmed
- Return travel confirmed

## **Final Notes**