

Touring Personnel Operations & Expectations Worksheet

Tour Information

Tour Name: _____

Primary Artist / Organization: _____

Tour Start Date: _____

Tour End Date: _____

Tour Manager / Primary Contact: _____

Emergency Contact Number: _____

Touring Personnel Information

Name	Role	Phone Number	Emergency Contact

Operational Role Assignments

Responsibility	Assigned Personnel
Load-In Coordination	
Load-Out Coordination	
Merch Management	
Playback Systems	

Stage Setup	
Settlement Handling	
Transportation Coordination	
Hotel Coordination	
Technical Oversight	
Social Media / Content	

Touring Readiness Checklist

Before departure:

- Instruments packed
- Backup equipment packed
- Chargers packed
- Batteries packed
- Credentials prepared
- Passports / IDs verified
- Emergency contacts saved
- Schedules distributed
- Hotel confirmations received
- Transportation routes confirmed
- Playback sessions backed up
- Medications packed if needed

Equipment & Inventory Notes

Vehicle & Travel Coordination

Vehicle	Driver	Notes

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Hotel & Lodging Information

Date	Hotel / Lodging	Confirmation Information

Daily Schedule Tracking

Date	Venue / Location	Load-In	Soundcheck	Performance	Departure

Communication Standards

Touring Communication Expectations

- Respond to schedule updates promptly
- Notify team immediately regarding delays
- Communicate technical problems early
- Respect shared space & privacy
- Maintain professionalism during stress
- Avoid unnecessary public conflict online
- Keep important communication documented

Touring Conduct Expectations

Question	Agreed

Respect venue staff & local crews	<input type="checkbox"/>
Maintain punctuality	<input type="checkbox"/>
Respect shared transportation & lodging	<input type="checkbox"/>
Handle equipment responsibly	<input type="checkbox"/>
Avoid reckless intoxication during responsibilities	<input type="checkbox"/>
Maintain professional public behavior	<input type="checkbox"/>
Communicate operational concerns early	<input type="checkbox"/>

Financial Awareness & Tracking

Category	Responsible Party
Fuel Costs	
Hotel Payments	
Per Diem Distribution	
Merch Cash Handling	
Emergency Expenses	
Settlement Collection	

Touring Expense Notes

Operational Problem Documentation

Issue	Date	Resolution

Internal Touring Concerns

Communication Problems

Equipment / Technical Problems

Scheduling / Transportation Problems

Post-Tour Review

Question	Completed
Responsibilities handled clearly	<input type="checkbox"/>
Communication remained professional	<input type="checkbox"/>
Operational problems documented	<input type="checkbox"/>
Equipment returned/accounted for	<input type="checkbox"/>
Financial obligations resolved	<input type="checkbox"/>
Venue relationships maintained professionally	<input type="checkbox"/>
Future improvements identified	<input type="checkbox"/>

Final Tour Notes