

WORKING MUSICIANS ALLIANCE: Venue Advance Sheet Template

EVENT INFORMATION

This document is intended to organize and confirm the operational, scheduling, production, hospitality, and logistical details associated with the event identified below. Please review all sections carefully and communicate any operational changes, limitations, or concerns in advance whenever possible.

Event Name:

Event Date:

Venue Name:

Venue Address:

Venue Website:

Venue Capacity:

Event Type:

- Headline Show
- Festival
- Support Slot
- Showcase
- Private Event
- Corporate Event
- Other:

PRIMARY CONTACT INFORMATION

VENUE / PROMOTER CONTACT

Name:

Position:

Phone:

Email:

ARTIST / TOUR CONTACT

Name:

Position:

Phone:

Email:

PRODUCTION CONTACT

Name:

Position:

Phone:

Email:

EVENT SCHEDULE

This section is intended to clearly organize the operational schedule for event day.

Venue Access Time:

Load-In Time:

Stage Setup Time:

Soundcheck Time:

Doors Open:

Performance Start Time:

Set Length:

Estimated End Time:

Curfew:

Load-Out Time:

Additional Schedule Notes:

PARKING, LOAD-IN & ACCESS

This section is intended to clarify access procedures and loading logistics before arrival.

Loading Dock Available?

Yes

No

Street Load-In?

Yes

No

Bus Parking Available?

Yes

No

Trailer Parking Available?

Yes

No

Number Of Parking Passes Available:

Parking Instructions:

Elevator Access Available?

Yes

No

Stair Access Limitations:

Additional Access Notes:

TECHNICAL & PRODUCTION INFORMATION

This section is intended to confirm technical coordination and production expectations before event day.

House PA Provided?

Yes

No

FOH Engineer Provided?

Yes

No

Monitor Engineer Provided?

Yes

No

Shared Festival Backline?

Yes

No

Power Limitations:

Stage Size:

Production Notes:

BACKLINE & EQUIPMENT CONFIRMATION

Venue-Supplied Backline:

Artist-Supplied Backline:

Rental Equipment Confirmed?

- Yes
- No

Additional Equipment Notes:

HOSPITALITY COORDINATION

This section is intended to confirm hospitality arrangements before event day.

Hospitality Rider Received?

- Yes
- No

Hospitality Buyout Agreed?

- Yes
- No

Hospitality Buyout Amount:

Catering Provided?

- Yes
- No

Dressing Room Access?

- Yes
- No

Hospitality Notes:

MERCHANDISE INFORMATION

Merchandise Sales Allowed?

- Yes
- No

Venue Merchandise Percentage:

Merchandise Buyout Agreed?

- Yes
- No

Merchandise Setup Area:

Settlement Procedures:

Additional Merchandise Notes:

STAFFING & SECURITY

Stagehands Provided?

- Yes
- No

Runner Provided?

- Yes
- No

Security Provided?

- Yes
- No

Guest List Contact:

Security Notes:

Additional Staffing Notes:

SETTLEMENT INFORMATION

This section is intended to clarify financial settlement procedures before event day.

Settlement Time:

Settlement Location:

Settlement Contact:

Payment Method:

- Cash
- Check
- Bank Transfer
- Other:

Deposit Previously Paid?

- Yes
- No

Remaining Balance Due:

Additional Settlement Notes:

VENUE POLICIES & OPERATIONAL LIMITATIONS

This section is intended to clarify venue operational limitations and policies before arrival.

Venue Noise Restrictions:

Pyrotechnics Allowed?

- Yes
- No

Fog / Haze Allowed?

- Yes
- No

Smoking Restrictions:

Alcohol Restrictions:

Local Ordinance Restrictions:

Additional Venue Policy Notes:

EMERGENCY & MEDICAL INFORMATION

Emergency Contact:

Nearest Hospital:

Medical Access Notes:

Additional Emergency Notes:

ATTACHED DOCUMENTS

- Tech Rider Attached
- Hospitality Rider Attached
- Stage Plot Attached
- Input List Attached
- Backline Requirements Attached
- Settlement Sheet Attached
- Additional Documents Attached

ADDITIONAL NOTES

ADVANCE CONFIRMATION

The parties listed below acknowledge that the operational details outlined within this advance sheet have been reviewed and communicated prior to event day.

VENUE / PROMOTER REPRESENTATIVE

Printed Name:

Position:

Signature:

Date:

ARTIST / TOUR REPRESENTATIVE

Printed Name:

Position:

Signature:

Date:

IMPORTANT NOTICE

This venue advance sheet template is provided by Working Musicians Alliance as an educational and operational resource intended to encourage clearer communication and stronger professional standards throughout live entertainment and touring environments. This document should be reviewed and advanced between all relevant parties prior to event day whenever possible to help reduce operational misunderstandings and improve overall production workflow.