

Venue Relationship & Show Coordination Worksheet

Venue Information

Venue Name: _____

Venue Address: _____

Venue Capacity: _____

Booking Contact: _____

Technical Contact: _____

Phone Number: _____

Email Address: _____

Website / Social Links: _____

Show Information

Event Date: _____

Event Name: _____

Performance Type:

- Headline
- Support Slot
- Festival
- Private Event
- Showcase
- Acoustic Performance
- Other: _____

Schedule Coordination

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

Booking Confirmation Checklist

Before the performance:

- Date confirmed
- Set time confirmed
- Load-in instructions received
- Parking instructions received
- Technical requirements submitted
- Stage plot submitted
- Input list submitted
- Hospitality details confirmed
- Settlement procedure confirmed
- Promotional materials received

Technical Preparation

Monitoring Requirements

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

Additional Notes:

Input List

Input	Source	Notes
1		
2		
3		
4		
5		
6		

Backline & Equipment Requirements

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

Financial Agreement Documentation

Category	Information
Guarantee Amount	
Door Percentage	
Deposit Paid	
Merch Cut	

Parking Reimbursement	
Hotel Included	<input type="checkbox"/>
Food / Hospitality Included	<input type="checkbox"/>
Payment Method	
Settlement Contact	

Promotion Coordination

Before the show:

- Event flyer received
- Ticket/event link verified
- Social media posts scheduled
- Venue tagged correctly
- Collaborative posts prepared
- Email announcement prepared
- Teaser clip prepared
- Merch inventory prepared

Day Of Show Operations

Responsibility	Assigned To
Merch Setup	
Stage Setup	
Playback Setup	
Load-In Coordination	
Settlement Collection	
Load-Out Coordination	

Emergency Information

Emergency Contact

Vehicle / Transportation Notes

Equipment Backup Plan

Post-Show Follow-Up

After the event:

- Thank-you message sent
- Settlement confirmed
- Future booking discussion initiated
- Venue tagged in posts
- Photos/videos shared
- Audience turnout documented
- Technical issues documented
- Contact added for future outreach

Venue Relationship Notes

Staff / Venue Feedback

Technical Issues Encountered

Future Booking Potential

Professionalism Self-Review

Question	Completed
Were schedules respected?	<input type="checkbox"/>
Was communication timely?	<input type="checkbox"/>
Were venue staff treated respectfully?	<input type="checkbox"/>
Were technical materials submitted on time?	<input type="checkbox"/>
Was promotion handled responsibly?	<input type="checkbox"/>
Were financial discussions handled clearly?	<input type="checkbox"/>
Were problems handled professionally?	<input type="checkbox"/>
Was load-out completed responsibly?	<input type="checkbox"/>