

Advance sheet

Fill one per show. Send questions 2-3 weeks out; confirm a week out; reconfirm the day before.

Show

Date	
Venue / city	
Venue address	
Capacity / tickets sold to date	
Other acts and set times	
Age policy	

Contacts

Role	Name	Phone	Email
Promoter / talent buyer			
Production manager			
Venue manager / DOS contact			
House FOH / monitor engineer			
Box office			
Merch contact			

Schedule

Venue access	
Load-in	
Soundcheck (ours / openers)	
Doors	
Set times	
Curfew (hard?)	
Load-out deadline	

Load-in and parking

Load-in door / dock / stairs?	
Bus / van / trailer parking	

Shore power for bus	
Parking permits needed	
Stagehands / loaders provided	

Production

Stage size (W x D) and height	
Risers available	
Power on stage (circuits, location)	
FOH console / PA	
Monitor console / mixes / wedges / IEM	
Backline provided	
Lighting (house LD? our LD?)	
Video / LED wall	
Union house?	
Our input list and stage plot sent?	

Hospitality

Dressing room(s)	
Rider confirmed	
Meal: catered or buyout (amount)	
Showers / laundry	
Wi-Fi network and password	

Merch

Who sells (band / venue seller)	
Venue fee: soft / hard goods	
Location and table size	
Card reader / Wi-Fi at merch	
Count in / count out time	

Settlement and money

Deal (per contract)	
Deposit received?	
Settlement time and place	
Settled with (name)	
Payment method (cash / check / wire)	

Guest list and passes

Band guest allowance	
Guest list due by (time) to (who)	
Pass types / wristbands	
Photo policy	

Hotel and travel

Hotel (name, conf #)	
Distance venue to hotel	
Next city / drive time	

Notes
