

Tour manager checklist

A reusable list for each tour and each show day.

Pre-tour

- ☐ Collect contracts and confirm every date
- ☐ Build budget and cash float plan
- ☐ Route and book hotels / vehicles / flights
- ☐ Collect band and crew contacts, IDs, dietary needs
- ☐ Update stage plot, input list, tech and hospitality riders
- ☐ Set up shared calendar and access for crew
- ☐ Order merch; set prices and count system
- ☐ Insurance (gear, vehicle, liability); gear inventory with serials

Advance (each show)

- ☐ Contacts and schedule confirmed
- ☐ Production, power, backline confirmed
- ☐ Parking and load-in details
- ☐ Hospitality / meal buyout confirmed
- ☐ Merch fees and seller confirmed
- ☐ Settlement time, method and person
- ☐ Guest list allowance and deadline

Day of show

- ☐ Day sheet out the night before
- ☐ Arrive at access time; meet venue contact
- ☐ Load in, line check, soundcheck on time
- ☐ Guest list to box office by deadline
- ☐ Merch count in
- ☐ Doors and set times called
- ☐ Settle: box office, expenses, deal, merch
- ☐ Count cash with a witness; log it
- ☐ Load out; check the room; bus call

After the tour

- ☐ Reconcile budget vs actual
- ☐ Deposit and reconcile all cash
- ☐ Pay crew and file receipts

- ☐ Merch inventory count and reorder
- ☐ Thank-you notes to promoters and venues
- ☐ Notes for next time