



# Production / Tour

## Master Checklist

Receive Tour Dates/Discuss Budget and Tour Date Range with Artists or Manager.  
This will give you the hard dates you will need to know to proceed with the following.

- Contact Rehearsal Studios for Availability and Reserve Dates / Truck for Band Equipment rehearsal delivery.
- Contact Band Members - Request individual Contact and Passport Information Begin assembling Hard Copy Tour Personnel Book for Work Permits / Travel Reservations.
- Contact and Inquire Availability / Hire Band Technicians
- Contact Travel Agent / Book Plane/ Hotels for Touring Party Check on ALL Passport Expiration Dates during your span of Tour dates to avoid denials of work permits or plane reservations.
- Contact and Reserve Tour Transportation /Trucking
- If Overseas Dates are scheduled begin application process for Work Permits ASAP!! The actual Work Permits can be VERY costly according to countries or regions. Become aware of Fees and advise Management so they are informed.
- Begin assembling Tour Date Book and begin updating your Master Tour App for Touring Members of Party. Sign up for Software at **www.eventric.com**.
- Determine if Rental Gear will be needed during the run and reserve the equipment thru the Rental Company.
- If Travel is overseas begin assembling Carnet and Gear Embarkation Schedule.  
**NOTE:** Assembling the Carnet can be very labor intensive but MUST be done as it will be required by the equipment shipping company.
- Begin assembling Venue Information for Tour Advancement. Prepare a dedicated Tour Ryder for emailing to every Promoter on the run. This document will have all the specific requirements that your Artist or Band has to have for each performance.  
**NOTE:** A scaled Diagram of the Stage Plot SHOULD be included in this Document.
- Check all Equipment Tour Cases for damage or repair. Order new Cases for construction to accommodate newly purchased equipment

Be advised that this is a General "To-Do" List.  
It will be altered depending on the type of Tour / Artist with which you are employed.

Good Luck and see you on the Road!!!