

ARTIST ON-STAGE TIME :

(WE NEED 30 MINUTES BETWEEN THE LAST SUPPORT ACT AND OUR SCHEDULED STAGE TIME. WE DO NOT STRIKE ANY EQUIPMENT)

ACCOMADATION & CATERING INFORMATION

NAME OF HOTEL :
ADDRESS OF HOTEL :
PHONE NUMBER () :
MILES FROM VENUE? :
DO YOU HAVE A DEAL THERE? YES NO
IF "YES", WHAT IS THE RATE? _____
CONFIRMATION NUMBER _____

IF HOTEL ROOM FOR DRIVER, PUT IN THE NAME OF _____
AND A RUNNER IS REQUIRED TO GET THE DRIVER BACK TO THE HOTEL
AROUND 11AM - 12 NOON FOR CHECK IN.

MOTEL 6 SUPER 8 BEST WESTERN RED ROOF INN
FAIRFIELD INN COUNTRY INN & SUITES HOLIDAY INN

SHOWER IN VENUE? YES NO
IF NOT, DAY ROOM? YES NO
DRESSING ROOMS? YES NO HOW MANY? _____

CATERING? YES NO
BUYOUT - LUNCH YES NO \$10 / Person x _____ People
BUYOUT - DINNER YES NO \$15 / Person x _____ People

DINNER SHOULD BE 30 MINUTES AFTER SOUND CHECK. PLEASE NOTE ANY
"BUYOUTS" DO NOT INCLUDE ANY AFTER SHOW PROVISIONS.

AFTER SHOW MEALS ARE OBLIGATORY

MERCHANDISE SELLER'S NAME: _____
HOW MUCH? _____

(NEEDS TO BE AT VENUE 30 MINUTES BEFORE DOORS)

MEET AND GREET WILL BE BY THE MERCHANDISING AREA.
ANY SPECIAL REQUESTS?

MAKE SURE YOU HAVE:

LOAD-IN TIME
SOUND CHECK TIME
ARTIST'S REAL SHOW TIME
CATERING DETAILS
SHOWER INFO
HOTEL INFO
FAX TO:

ATTN:

RE: Rooming List

DATE(S) NEEDED: _____

FROM: NAME - Tour Manager
PHONE: (213) 555-5555

Can you please prepare keys and rooming lists for arrival at: _____ on _____

WHO ROOM TYPE NIGHTS

Name & Name Double / Smoking

Name & Name Double / Non-Smoking

Name & Name Double / Non-Smoking

If you have any questions, please contact me. Thanks

**TM's Name
(213) 555-5555**

NOTES TO HOTEL STAFF:

- 1) When we checked in, the artist's Tour Manager setup a later checkout time for us at _____AM / PM

- 2) Please inform ** ALL ** staff to NOT DISTURB Any of the rooms in this list before that time (EXCEPT FOR ROOM #: _____)

Direct any and/or all questions regarding these rooms to the artist's Tour Manager, NAME, -- RM # _____

- 1) The TM (Tour Manager) will call the Promoter (the Promoter is also usually the Purchaser of the event) 3-7 days in advance of the show day (but no less than 2 days before) and while looking over the Booking Contract, the TM will use the " TM Show Advance" sheet to finalize any details. Usually the details being finalized are based on the requests and information in the various Contract Riders, such as Catering Rider, Dressing Rooms Rider, etc.

In my own method of operating, each of these riders is a sub-part of a " Tour Rider" One huge rider contract with all of the other riders written within as segments of the greater whole.

For example, maybe the Promoter couldn't secure any catering for Lunch or Dinner, but can provide only the after show pizzas, fine, then the TM and the Promoter discuss the " Buy Out" option on the Catering Rider, which is a part of the entire Tour Rider Contract.

The usual script I use when making a call as the Tm to the Promoter goes something like this:

Me: Hi, is _____ there?

Them: Yes, this is _____.

Me: Hi _____ My name is _____ and I'm the Tour Manager for _____ and we'll be playing your venue

In _____ days on the _____ (Example: Thursday the 27th) and

I'm calling you to advance the show and go over some final

Details. Do you have some time right now to go over it?

If they say "Yes" than proceed down the TM Show Advance sheet along with checking against the Booking Contract and Tour Rider. If they say "no", then ask them when a good time to call back would be. Remind them the

show is only a few days away and it's important that we go over everything.

- 2) Usually hotels are booked in advance along with the shows, but as well all know, things change thus was born "The Book of Lies" (Tour Itinerary) and whether you have one or not, things change, so go over the hotel information.

Using the hotel information, fax the hotel the 2nd sheet in this document. This alerts the hotel to what is required for the artist and crew.

- 3) When you arrive, the TM will pick up room keys for everyone, check them all into their rooms, then issue each band and crew member his or her own room key(s) with their own copy of the Hotel Rooming List that the hotel printed out prior to the band and crew's arrival.

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