

TOUR INTERARY

Welcome to the Book of Lies
Be careful what you believe!!

BAND LOGO HERE

MusicSponge.com

SUMMER TOUR 2004

Hello Everyone and Welcome to the tour,

This tour should be quite fun for everyone. As long as we follow a few simple guidelines, we should have smooth sailing. I'll need everyone's help with this, so here is a set of guidelines to establish our tour policy.

LAMINATED PASSES

Laminated passes will be issued to all working personnel on the tour. This is an important document and is NOT transferable to any person for any reason. If you lose your laminate, there will be a non-negotiable \$150.00 FINE, per incident. So don't lose it!!

GUEST TICKETS

Guest or Complimentary Tickets may or may not always be available. Please let me know a few days in advance of the show that you want them for by filling out a ticket request form.

Guest tickets and/or the quantity you requested may not always be available.

PUNCTUALITY

Everyone's time is valuable. Please be on time for all hotels, venue departures, bus calls, etc., or you will be left behind. You are responsible for your own wake up calls in the hotels and may wish to also use your own alarm clock as well. Be sure to know what time zone you are currently in and set all of your clocks accordingly.

HOTELS & INCIDENTALS

If you are having anything faxed, packages delivered, or a guest coming to the hotel on a day off, please check with me before you have any of the above done. Please make sure that you pay your personal hotel charges at least 30 minutes prior to hotel departure. Remember that there could be long lines at the hotel checkout counters. Always keep a receipt, even if it's a zero balance. Examples of incidentals are things like phone calls, room service, sending mail out, laundry, etc.

PERSONAL FINANCES

You will sign for and receive your Per-Diem (P.D.) on a weekly basis. If you require more money, you should have access to your own ATM, credit card(s), traveler's checks, etc. All hotels take traveler's checks as long as

you have the proper identification. There will not be any per-diem or salary advances on the road.

THE TOUR BUS

This bus is a no smoking and drug/alcohol free environment AT ALL TIMES for band, crew, and any guests onboard. If you must smoke, please do it before you board or after you exit the bus. Please keep our bus clean, as it's our home away from home while on the road. Don't leave garbage on the counters, tables, couches, etc. If you finish something, please throw it away. Your help in keeping the tour bus clean is greatly appreciated. No one wants to live in a garbage dump on wheels.

If you leave the tour bus, make sure you LOCK IT. Even if someone is in the back lounge, you still need to lock the bus. Please do not let anyone on the bus that isn't part of the band/crew, as this will stop things from being stolen on the tour. Never give out the door key code, loan out or lose your bus key!!

The key for the bay doors underneath the bus will be kept on the inside of the bus door and returned back to that exact spot immediately after each use.

I cannot stress this enough:

THE BUS IS A 100% SECURED AREA that is OFF-LIMITS TO ANYONE NOT ON THE TOURING CREW OR IN THE BAND!!!! NO EXCEPTIONS!!!!

The bus's toilet is for peeing in only. If you need to do anything else, please do it before you enter the bus, during a bus stop, or after we have arrived at our destination. If you need to make an emergency bathroom stop, please let the driver know. Please try and not make this a excessive habit, as we are on a schedule, but we will accommodate people as best that we can when the need arises.

If we are doing a short stop somewhere and you wish to exit the bus, please tell me first BEFORE you exit the bus and also leave your laminated pass on the bus driver's seat.

DO NOT LEAVE WITHOUT DOING BOTH OF THESE TWO THINGS FIRST!!

IF YOU DO NOT DO THE ABOVE, YOU RISK BEING LEFT BEHIND!!

RUNNERS

Any runner requests for needed items must go through me. Please be as detailed as possible, for example, if you want a certain brand name item, specify that. Don't just say what it is that you want. You should put your money in an envelope with your full name on it, how many of each item you want the runner to pickup. He/she will return with your item(s) and the change in that envelope. Items will be delivered to me first and then you can pick them up from the production office.

Please make sure you include enough cash for the runner to purchase your items.

Any requests made without money in advance will not be picked up and/or if there is not enough money, only some of the items will be picked up at the runner's discretion.

NAME HERE
Tour Manager
1-800- MusicSponge

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<p>Company Name Here ADDRESS ADDRESS CITY, STATE ZIP USA Phone (213) 555-5555 Fax (213) 555-5555</p> <p>Contact Last Name, First Name Email email@email.com</p>	<p>Company Name Here ADDRESS ADDRESS CITY, STATE ZIP USA Phone (213) 555-5555 Fax (213) 555-5555</p> <p>Contact Last Name, First Name Email email@email.com</p>
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Contact Email	Last Name, First Name email@email.com	Contact Email	Last Name, First Name email@email.com
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May 1, 2004

Hotel Name 12345 Anywhere Street Any town, State USA (555)-555-5555 - Voice (555)-555-5555 - Fax Contact: John Doe	Check-In	11 am	Venue Name 67890 Main Street Any town, State USA (555)-555-5555 - Voice (555)-555-5555 - Fax Promoter ♦ John Doe (555)-555- 5555 Production John Doe (555)-555- 5555 Capacity 18,000
	Check-Out	11 am	
	Room Service	No	
	Restaurant(s)	Yes	
	Laundry Y/N	Yes	
	Laundry 24 Hrs	No	
	Pool/Sauna	Yes	
	Exercise Room	No	
	Miles to Venue	10	
	Shower Room	N/A	
Internet	No		

Leave for Soundcheck	3:30pm		
Soundcheck	4:00pm		
Doors Open	6:00pm		
Band Dinner	7:00pm		
Crew Dinner	7:00pm		
Showtime	See Today Sheet		
Hotel Departure (Bus)	3:30am (after showers)		
Media Interview(s)	N/A		
Meet & Greet	30 minutes after set end		
Next Day: Miles/Hours:			

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