

Hello (Name)

My name is (NAME), and I'm the tour manager for (ARTIST NAME).

This email is to advance our show with you on (DATE) at (VENEUE).

Please fill out **ALL** the info below to help us run a fun, smooth and on-time event for your staff, my artist and most importantly the people who pay their money to attend the event.

CONTACT INFO

For the following contact information below please supply the person name, email & cell phone number.

Day of show contact:

Production/Backline contact:

Name of person I will be settling with:

Tour Party: 4 Room 2 Queen beds

ARTIST FULL NAMES

Hotel Info:

Hotel Name:

Address:

Reservation numbers:

Ground Transportation:

Ground Transportation Contact info

Cell no:

Email:

Dressing Room:

Our Hospitality and backline rider is on the same PDF and attached at the bottom.

Dressing Room Rider - Can you have all rider items available by soundcheck (NO ALCOHOL IN THE DRESSING ROOM) and arrange a large pizza for aftershow?

From what times do we have access to the dressing room?

- Are we doing a meal buyout or are you providing catering? There will be (#) people in our touring party.

Backline:

Please confirm with me that you have secured the Backline equipment required.

Our Hospitality and backline rider is on the same PDF and attached at the bottom.

Settlement:

If you are settling by Check Please make the balance of the settlement to "NAME."

DAY OF SHOW INFORMATION

Production:

Video - please advise as to whether there is any in house video screen / LED wall and also if IMAG is planned.

Venue Address:

Show Details:

Dressing rooms (How many):

Production office:

On-Site Showers:

WIFI(Name and password):

Load in Location:

Best Parking Location Details:

Schedule:

LOAD IN:

SOUND CHECK:

DOORS:

ARTIST

(Set Time):

SET LENGTH:

If are any other acts please add their set times into the schedule.

If there's anything else you need from me that will help your team and us run a smooth show, please let me know.

Thank you for your time and I look forward to hearing from you soon.