



PERFORMING & TOURING

RESOURCES

Live Show Checklist

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Live Show Checklist

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This resource provides a practical checklist to help artists organise every stage of a live show, covering booking, preparation, marketing, and show day logistics.

A show involves far more than simply turning up and playing – it requires coordination between venues, support acts, crew, marketing channels, ticketing platforms, and rehearsals. Without a clear plan, important details can easily be missed, which can affect ticket sales, the audience experience, and the band's performance.

Using a live show preparation checklist will help you approach performances with the same level of organisation and professionalism as the music itself.

This will help you work backwards from the show date, ensuring that key milestones - such as announcing the show, launching ticket sales, confirming support bands, and rehearsing the set - happen at the right time.

Using this will help you concentrate on the best performance on the day.

Show booking

Show date confirmed

Venue deal confirmed

Lineup of all bands confirmed

Artwork required has been created and delivered to venue and all artists

Artist <> Venue communications

Worksheet delivered to artist(s) (includes load in times, soundcheck times, set times, curfew, parking information, etc)

Production Rider delivered to Venue & Production Manager

Hospitality Rider delivered to Venue & Venue Manager

Ticket link created and delivered

Any sharing of equipment between bands has been communicated

Additional consideration - Do you want to record the audio gig? If so, communicate with the venue.

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Performance preparation

Any visuals for the show have been created and passed on to the venue

Any hire equipment required (backline, etc) booked in

Rehearsals booked in

Setlist confirmed and a sheet created for band, lighting and audio use

Marketing and sales

Marketing plan locked in

Merch ordered

Merch seller (or way for band to sell merch) locked in

Show day

Guest list compiled and shared with venue

Photographer or videographer locked in

A playlist of music for before and between acts has been created in an easily shared format



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MusicNSW works, creates and listens on unceded Aboriginal land across the state. We honour elders past and present and acknowledge all First Nations peoples as the original music makers, storytellers and knowledge holders. Always was, always will be.

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