

PERFORMING & TOURING

RESOURCES

Professional Touring Checklist

BY MUSICNSW

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Professional Touring Checklist

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This resource provides a comprehensive checklist to help artists plan and manage a tour, covering logistics, team coordination, production, marketing, and show day preparation.

Touring successfully requires more than just performing on stage. Behind every live show is a large amount of planning, communication, and coordination between artists, venues, crew, and promoters.

A professional touring checklist helps ensure that every logistical and technical detail is considered before hitting the road. From booking venues and organising travel to confirming production requirements and managing merchandise, this checklist helps artists stay organised, avoid last-minute problems, and run their tour as smoothly and professionally as possible.

Tour planning

Confirm tour dates and routing

Confirm venues and contracts

Confirm support acts (if applicable)

Confirm ticketing setup and on-sale dates

Create a tour budget

Confirm financial deal with venues/promoters

Book accommodation

Organise travel between cities (flights, van hire, fuel plan)

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Team & roles

- Confirm band members and availability
- Confirm crew (tour manager, FOH, merch seller etc.)
- Share contact list for all touring members
- Share emergency contact details

Production advance

- Confirm production and hospitality rider with venues
- Confirm backline requirements
- Confirm shared backline with support bands
- Prepare stage plot and input list
- Confirm soundcheck times with venues
- Confirm production needs (lighting, visuals, playback etc.)

Rehearsals

- Confirm rehearsal schedule
- Confirm equipment required for rehearsals
- Book rehearsal space
- Pay musicians and rehearsal fees
- Record rehearsals if needed

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Marketing & promotion

- Create tour artwork/posters
- Share marketing assets with venues/promoters
- Schedule social media posts
- Create event pages
- Announce tour dates
- Organise press, radio, or playlist promotion
- Prepare content capture plan (photos/videos at shows)

Merch

- Confirm merchandise designs and quantities
- Order merchandise production
- Pack merchandise for tour
- Prepare float and EFTPOS system (Card Reader)
- Confirm merchandise seller (if needed)
- Prepare and track merch inventory during the tour

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Documents & show info

- Confirm load-in and soundcheck times
- Confirm curfew and set length
- Confirm parking and access details
- Confirm guest list process
- Confirm hospitality rider
- Prepare show day worksheets for each venue



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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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