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Worksheet

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Tour Dates: From To

Event date

Venue

Performance Type

Number Of Musicians

CONTACT INFO

Salutation

1st. Name

Last Name

Work Tel.

Home Tel.

Fax#

Cell Phone

E-mail

Web Page

Mailing Street Address **City**
State **Zip Code** **Country**

Venue Street Address **City**
Venue Tel. **Event Space**
City **State** **Postal Code**

Who Calls Back **Call Back On:** **Status** **Confirmation Date**
Confirmed On

Notes

Concert Fee **Currency** **Exchange Equivalent**

Clinic Fee **Currency** **Exchange Equivalent**

Deposit **Recv'd On** **Balance Due** **Paid By**

When? **Meals Included:** **Per Diem** **Grant? Yes** **No** **Grant**

Income: **Total Fee:**

Radio Broadcast **Station & Contact Name**

Tel. #: **Fax #:**

Cell Phone #:

Fee: **Amount** **Paid By**

When **Who Owns Tape?**

Exploitation Rights **Will Receive Copy of Tape?**

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PERFORMANCE INFO

Concert Venue

Number **and length** **of sets: From** **To**

Sound Check **@** **Intermission** **Min.**

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CLINIC INFO

Clinic Venue **Number Of Musicians**

From **To**

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AGREEMENTS INFO

Agreement Type **They Send** **I Send** **Sent On** **Received On**

Returned On **Rider Included**

Arrangements for CD Sales

Grant: Yes: **No:** **Grant Applications: They Send** **I Send**

Grant Organization: **Contact:**

Street Address: **City:**

State: **Zip:** **Country:**

Tel. #: **Fax #:**

E-mail:

Mailed **Returned**
Work Papers **Visas** **Tax Papers** **They Send** **I Send**
Mailed **Returned**
Radio Broadcast Exploitation Agreement Signed and Received

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AGENT INFO

Agents Fee: **Percentage:** **Amount**
First Name: **Last Name:**
Street Address: **City:**
State: **Zip:** **Country:**
Tel. #: **Fax #:**
Cell Phone #: **E-mail:**

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TRAVEL INFO

Preceding Event Date & Location:

Travel Time From Previous Location **Travel Mode:**
Time Zone of Previous Location **Time Change? Yes** **No**

Time Difference

Following Event Date & Location**Travel Time To Following Location****Travel Mode****Time Zone of Following Location****Time Change? Yes No****Time Difference****Pick-up and Return by Venue: By Band****Venue Notified of Arrival and Depature Times:****Create Map****Notes**

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TRAVEL AGENT**Salutation 1st. Name Last Name****Work Tel. # Home Tel..#:****Fax# : Cell Phone:****E-mail :****State Zip Code Country****Airlines Purchase Date: Payment Mode:****Amount: Pay By Date:****Airlines Arranged By: Tickets Purchased? Yes No****Info Received: Yes No Tickets Received? Yes No**

Reimbursed by Venue: Yes No If Yes, Amount

Vehicles Arranged By: Reservations Completed: Yes No

Info Received: Yes No Contract Received: Yes No

Reimbursed by Venue: Yes No If Yes, Amount

Trains Arranged By: Reservations Completed: Yes No

Info Received: Yes No Tickets Received? Yes No

Reimbursed by Venue: Yes No If Yes, Amount

Accommodations Arranged By: Reservations Completed: Yes No

Info Received: Yes No Confirmation Received? Yes No

Reimbursed by Venue: Yes No If Yes, Amount

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AIRLINES INFO

Personnel:

FF#:

Airline:

Flight #:

Departs From:

@

Arrives At:

@

Class:

Seat #:

Meals:

Connecting Flight Airline:

Flight #:

Departs @:

Arrives At:

Class:

Seat #:

Meals:

Connecting Flight Airline:**Flight #:****Departs @:****Arrives At:****Class:****Seat #:****Meals:****Airfare Paid By:****Venue Pickup & Return: Yes No****Venue Notified of Arrival & Departure Times: Yes No****Airlines Notes**

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RENTAL VEHICLE INFO

Rental Date(s) From To:**Type Size****Company:****Confirmation #:****Tel.#:****Pick-up Location:****Drop Off Location:****Next Destination Drop Off Location****Pick-Up Time @****Return Time @****Grace Period: Yes No****Overtime Charge:****Per Hour Rate:****Tax****Surcharge****Extra Day Rate:****Milage Charge: Yes No Amount****Paid By:****Rented By:****Reimbursed: Yes No****TOTAL EXPENSE****Rental Vehicle Notes**

Hotel:**Address:****Tel.#:****Fax #:****Confirmation****Numbers****Venue Reserves Hotel Band Reserves Hotel****Hotel Info Received Number of Days****Venue Pays Hotels Band Pays Hotels****Extra days: Yes No Before Event After Event Number of Days****Venue Pays Extra Days Band Pays Extra Days Total Cost Per Day****Early Check In Late Check In****Smoking Rooms Number Non Smoking Rooms Number****1st. Floor Rooms (Motels) Yes No Elevator****Restaraunt In Hotel Yes No Hours****Near Hotel: Yes No****Laundry Facilities: Yes No****(Add Another Hotel?)****TOTAL EXPENSE****Directions to Hotel: Yes No****Travel Time from Hotel to Venue:****Directions to Venue: Yes No Guide?: Yes No**

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EQUIPMENT INFO

Piano Type & Size

Fine Good Poor

Tuned before Performance Yes No

Seating Capacity _____

Acoustics: Fine Good Poor Outside Inside

Play Venue: Acoustic Amplified

Venue Supplies Equipment: Yes No Drum Set Bass Amp Guitar Amp

Sound Equipment: Talk Mike Monitors Number

Stage Diagram Sent

Equipment Notes

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PROMOTION INFO

Sent To Venue: Press Kit **CD's #** **Photos #**
Sent CD's To Radio Station **To Press** **Sent Press Releases**

Name(s) Adresse(s):

Interview Location: Date & Time

Contact Name: Tel.:#

Email:

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PERSONNEL FILE

First Name: _____ **Middle Name:** _____ **Last Name** _____ **Street** _____
Address: _____
City: _____ **State:** _____ **Zip:** _____
Country: _____
Work Tel.#: _____ **Home Tel.#:** _____
Cell Phone #: _____ **Fax #:** _____ **Email:** _____
Web Site: _____ **Instrument:** _____
Social Security Number: _____ **Passport Number:** _____
Expiration Date: _____ **Issued At:** _____
Birthdate: _____ **Place of Birth:** _____ **City:** _____ **State:** _____ **Country:** _____
U.S Resident: Yes No **Union:** _____ **Card #:** _____
Frequent Flyer #'s: _____

This Date's Salary: _____ **Total Salary:** _____

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Download the Worksheet by saving it to your desktop or hard drive . Open it in your browser to use it. Each day of a tour should have a separate Worksheet. Create a folder for the tour. Make a duplicate of the page for each day and name it by each tour date using numbers (mm/dd/yyyy). That way the files for each day will show up in the folder in order.

Tab through the entry boxes to enter information. You can use the links at the top and bottom of each section to quickly go to another one or scroll up and down to another section.

If you have a web authoring tool and need to expand a section, such as adding another flight or train or another band member, you can open it and highlight and cut and paste the new information into the section that needs expanding. Save it and reopen it in your browser again to work with it.

Each page is just under 70K memory content. If you're touring 100 days in a year, you could end up with 7,000K worth of files. Rather than increase your browser memory to handle the load, it is suggested that you compress each tour's folder for storage. You can then decompress them for reference at any time.

Always keep a blank copy of the original on hand for duplicating.

The Worksheet contains almost every kind of information you need to pay attention to when booking gigs. It gives a complete overview of your tour information to insure that you have left no detail of each day unattended. Keep it in front of you when confirming gigs with clients. Go over the Worksheet while on the phone to make sure you've covered every aspect of the gig. You'll look more organized to the client and will avoid repeated call-backs for information you forgot to ask about.

Every once and a while go over each page of the tour and look at any information boxes that have no information in them to make sure you've covered it all.

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