Venue advance sheet

Venue, access, and technical plan

Use confirmed details or mark an item open. Reference approved plans instead of guessing capacity or safe operating limits.

Complete the PDF fields, then save and reopen to check your entries. Use a referenced attachment if you need more room.

Stop and contacts

Event, venue, and revision

[Tour / event, venue address, performance date, time zone, issue time, and revision]

Tour and venue leads

[Production / venue contacts, roles, business numbers, and out-of-hours escalation]

Working documents

[Rider, plot, input list, crew call, and approved drawing versions / secure locations]

Access and technical confirmation

Truck, dock, and parking

[Arrival slot, dock / street access, confirmed vehicle limits, unloading responsibility, and parking]

Stage, rigging, and power

[Venue-confirmed capacities / connection points; approved plan references; responsible specialists]

Audio, lighting, video, and communications

[Supplied vs touring equipment, patch / frequency coordination, operator responsibilities, and gaps]

Local labor and equipment

[Department counts / calls, house heads, local agreement contact, equipment supplier, and approval reference]

Venue advance sheet

Show day, support, and confirmation

Confirm the operational handoffs and resolve open items before the final advance is distributed.

Day plan and venue support

Milestones and limits

[Load-in, checks, rehearsal, doors, show, curfew, load-out, and departure; full dates / time zone]

Backstage and hospitality

[Dressing rooms, secure storage, catering / water, laundry, and responsible contacts]

Audience access and safety plan

[Accessibility lead, security / medical coverage, emergency plan reference, assembly route, and hold / restart authority]

Open items

Item / decision needed	Owner / due	Resolution / reference

Advance confirmation

Tour and venue review

[Names, roles, confirmation date / time, and any conditions still outstanding]

Issue and distribution

[Final revision, distribution list, change contact, and superseded version]

This is an advance coordination record. It does not certify structural, electrical, rigging, fire, or crowd safety. The responsible qualified professionals and venue must approve technical and safety plans.