



BEST OF BOTH WORLDS — PRODUCTION ADVANCE CHECKLIST

For venues, festivals, casinos, fairs, and production teams

BOOKING / PRODUCTION

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Use this checklist to confirm the key show-day details before the event. The technical rider and stage plot remain the source documents for production requirements.

EVENT BASICS

- Venue name _____
- Event date _____
- Load-in time _____
- Soundcheck time _____
- Doors _____
- Set time _____
- Set length _____
- Curfew / hard stop _____
- On-site production contact _____
- Day-of-show contact _____

STAGE / ROOM

- Stage dimensions _____
- Stage height _____
- Indoor / outdoor _____
- Covered stage if outdoor _____
- Power location _____
- Dressing / green room location _____
- Merch location if applicable _____

AUDIO / PRODUCTION

- FOH provider _____
- Monitor provider _____
- Console type if known _____
- House PA details _____
- Mic package _____
- DI availability _____
- Snake / split details _____
- IEM/monitor plan _____
- Tracks/click routing confirmation _____
- Final input patch confirmation _____

BACKLINE

- House backline available? _____
- Drum riser available? _____
- Bass rig available? _____
- Guitar cab / power availability? _____
- Any restrictions on volume, amps, or stage layout? _____

ADVANCE

CHECKLIST CONTINUED

SCHEDULE / LOGISTICS

- Load-in parking _____
- Trailer parking _____
- Stage access _____
- Security / credentials _____
- Hospitality / meals / water _____
- Hotel info if applicable _____
- Settlement contact _____
- Payment/deposit status if applicable _____

PROMO / MARKETING

- Event listing URL _____
- Ticket link _____
- Approved band photo used? _____
- Approved logo used? _____
- Promo copy pulled from EPK? _____
- Any interview/media requests? _____

FINAL CONFIRMATION

- Technical rider received _____
- Stage plot received _____
- Press assets received _____
- Final schedule confirmed _____
- Emergency contact confirmed _____

PRODUCTION LINKS

Technical Rider: bestofbothvh.com/downloads/epk/technical/best-of-both-worlds-technical-rider.pdf
Stage Plot: bestofbothvh.com/downloads/best-of-both-worlds-stage-plot.pdf
EPK: bestofbothvh.com/epk

PROMO ASSETS

Press Photos ZIP: bestofbothvh.com/downloads/epk/photos/best-of-both-worlds-press-photos.zip
Logo ZIP: bestofbothvh.com/bobw-logo-pack.zip
Approved promo copy is available on the EPK page.

BOOKING / PRODUCTION CONTACT

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ADVANCE NOTE

Please send completed details, ticket/listing links, production provider contacts, and any venue restrictions as early as practical. Do not send private tax, insurance, settlement, or contract documents through public asset links.

