**ARTIST WORKSHEET**

**INSERT EVENT NAME AND DATE**

**VENUE Insert Name and Address**

**LOAD IN**

**LOAD OUT**

**VENUE ACCESS**

**SET TIMES**

**ACT 1 Insert Times**

**ACT 2 Insert Times**

**ACT 3 Insert Times**

**EVENT MANAGER** Insert Name Insert Mobile Number

**LIVE PRODUCTION MANAGER** Insert Name Insert Mobile Number

**PARKING**

Insert local parking and loading zone instructions

**Production Details:** Insert venue production supplies and details

**Thank you for your involvement in Live and Local!**