

Day-of-Show Run Sheet / Show Flow

The stage manager's (or TM's) minute-by-minute plan for the day. Build one per show from the advance, distribute to crew and venue the morning of, and run the day off it. Times are local. Keep one printed copy at the production desk and one at stage.

Show Info (Header)

- **Date:** [FILL IN] **Day:** [FILL IN]
 - **Venue:** [FILL IN] **City:** [FILL IN]
 - **Capacity:** [FILL IN] **Doors:** [FILL IN] **Curfew:** [FILL IN]
 - **Headliner:** [FILL IN] **Support:** [FILL IN]
 - **Stage Manager:** [FILL IN] ([phone])
 - **Tour Manager:** [FILL IN] ([phone])
 - **Venue Production Contact:** [FILL IN] ([phone])
 - **Show type:** [Live band / DJ set / Hybrid]
 - **Set length:** Headliner [FILL IN] min · Support [FILL IN] min
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Run of Day

Fill the **Time** column with real local times during the advance. Keep rows in order; adjust the template to match your call times.

Time	Cue / Activity	Who	Notes
[10:00]	Crew call / venue access	TM, venue prod	Confirm power, access, parking for [VEHICLE]
[10:00]	Load-in begins	All crew, venue stagehands	[# of stagehands advanced], loading dock at [location]
[10:30]	Backline / gear stage placement	Backline tech, band	Mark stage with spike tape
[11:00]	Audio system check (PA, FOH, monitors)	FOH eng, venue audio	Verify input list / patch matches advance
[11:30]	Lighting focus & program	LD, venue LX	Load show file; note any house-light cues
[12:00]	Video / visuals load + test (if applicable)	VJ / video tech	Confirm resolution, feed to LED/screens

Time	Cue / Activity	Who	Notes
[12:30]	Line check (channel by channel)	FOH, monitors	
[13:00]	Lunch (crew)	All	[Catering / buyout] — see hospitality rider
[14:00]	Headliner soundcheck	Artist, FOH, monitors	[Duration]; build monitor mixes, set virtual check if DJ
[15:00]	Support soundcheck / line check	Support act, FOH	Keep to [X] min
[15:30]	Stage reset to top-of-show positions	Stage crew	Re-spike, tape down cables, set risers
[16:00]	Merch load-in & setup	Merch seller, venue	Confirm % to house, count-in sheet started
[16:30]	Settle hospitality / green room	TM, venue	Confirm rider, towels, water, meal times
[17:00]	Guest list to box office	TM	Final GL count: [#]; will-call instructions
[17:30]	Production meeting / safety walk	SM, all dept heads	Review changeover, encore, emergency exits
[18:00]	Crew dinner	All	
[18:45]	Final stage check, clear stage	SM	Cables taped, fire lanes clear, fresh towels/water
[19:00]	DOORS	Venue front of house	SM confirm with venue mgr before opening
[19:30]	Walk-in music / house playlist	Venue / VJ	[Playlist source]
[20:00]	Support set START	Support act	SM call: "5 to stage" at 19:55
[20:35]	Support set END	Support act	Hard out by [time]
[20:35]	CHANGEOVER ([X] min)	Stage crew, techs	Reset backline, line check, refresh DJ booth, swap risers
[21:00]	Headliner set START	Artist	SM call: "Artists to stage" at 20:55; intro/ walk-up cue

Time	Cue / Activity	Who	Notes
[22:20]	Last song before encore break	Artist, SM	SM cues lighting/ blackout
[22:20]	Encore break	Artist, SM	[If applicable] hold [1–2] min, audience hold
[22:23]	Encore	Artist	[# of songs]
[22:30]	Headliner set END / house lights up	SM, venue LX	Curfew: [time] — must end by
[22:30]	Walk-out music	Venue / VJ	
[22:35]	Merch settle & pack	Merch seller, TM	Final count-out, reconcile vs. start count
[22:45]	Load-out begins	All crew, stagehands	Strike stage, coil cables, case backline
[23:00]	Settlement	TM, promoter	Reconcile tickets, expenses, merch %, pay-out
[23:45]	Final venue sweep / lost-and-found check	TM, SM	Green room, stage, FOH cleared
[00:00]	Load-out complete / depart	All	Next: [hotel / drive / next city]

Set Timing Quick Reference

Slot	Start	End	Length	Curfew buffer
Support	[FILL IN]	[FILL IN]	[FILL IN]	—
Changeover	[FILL IN]	[FILL IN]	[FILL IN]	—
Headliner	[FILL IN]	[FILL IN]	[FILL IN]	[min before curfew]
Encore	[FILL IN]	[FILL IN]	[FILL IN]	—

Notes & Contingencies

- **Curfew is hard.** Confirm the overage penalty with the promoter and build the encore so the show ends **[X] minutes before curfew**.
- **Changeover discipline:** the changeover is the most common cause of a late show. Pre-stage everything possible during the support set.

- **DJ / electronic show variant:** replace band soundcheck with a USB/booth check (CDJs/mixer, headphone monitor, booth-monitor level) and a 5-minute “virtual check.” Changeovers are faster — confirm B2B or back-to-back DJ transitions and who controls the mixer hand-off.
- **Weather / outdoor:** add a lightning/weather hold protocol and decision-maker.
- **Emergency:** nearest hospital [FILL IN]; venue evac plan reviewed at production meeting; SM holds the master cue to stop the show.

Distribute to: TM, SM, FOH, monitors, LD, backline, merch, venue production, support act TM.
Update the printed copy if times shift during the day.