



Music Festival Production Checklist Template 2026: Artist Riders, Sound Engineering & Stage Management

Pre-Production & Artist Booking

Managing talent acquisition, contract execution, and preliminary scheduling for all headline and supporting acts.

Artist/Band Name

Write something...

Contract Signing Date

Enter date...

Booking Status

- ☐ Inquiry
- ☐ Negotiating
- ☐ Contract Sent
- ☐ Confirmed
- ☐ Cancelled

Signed Performance Contract

 Upload File

Key Booking Notes

Write something...

Required Performance Assets

- ☐ Backline Rental
- ☐ Travel Arrangement
- ☐ Hotel Accommodation
- ☐ Visa/Work Permit

Artist Rider & Hospitality Management

Overseeing technical riders, dietary requirements, dressing room setups, and backstage catering logistics.

Artist Name

Write something...

Arrival Date

Enter date...

Soundcheck Time

Enter time...

Dietary Requirements

- ☐ Vegan
- ☐ Vegetarian
- ☐ Gluten-Free
- ☐ Nut Allergy
- ☐ Dairy-Free

Technical Rider Document

 Upload File

Hospitality Notes & Special Requests

Write something...

Artist Representative Approval

Sound Engineering & Audio Setup

Coordination of PA systems, monitor mixes, microphone inventories, and soundcheck scheduling for all stages.

Main Stage Audio Configuration

- ☐ Line Array System
- ☐ Point Source System
- ☐ Subwoofer Array Configuration

Audio Equipment Requirements

- ☐ Wireless Microphones
- ☐ In-Ear Monitor (IEM) Systems
- ☐ Digital Mixing Console
- ☐ Instrument Backline
- ☐ DI Boxes

Soundcheck Schedule Date

Enter date...

Soundcheck Start Time

Enter time...

Technical Rider & Input List

 Upload File

Audio Engineer Notes

Write something...

Stage Management & Run of Show

Maintaining the master timeline, stage transitions, equipment changeovers, and real-time performance monitoring.

Event Date

Enter date...

Performance Start Time

Enter time...

Artist/Act Name

Write something...

Stage Assignment

- ☐ Main Stage
- ☐ Secondary Stage
- ☐ Acoustic Tent
- ☐ Electronic Arena

Stage Transition Notes

Write something...

Setlist & Stage Plot

 Upload File

Stage Manager Approval

Lighting, Visuals & SFX

Managing lighting rigs, LED screen content, pyrotechnics permits, and visual synchronization with performances.

Required Visual Assets

- ☐ LED Screen Content/Loops
- ☐ Motion Graphics
- ☐ Projection Mapping Files
- ☐ Artist Presentation Slides

SFX Safety Approval Status

- ☐ Approved
- ☐ Pending Permit
- ☐ Requires Re-evaluation
- ☐ Not Applicable

Lighting Rig Load-In Date

Enter date...

Visual Content Rehearsal Time

Enter time...

Lighting Plot & Patch Sheet

 Upload File

Special Effects Notes

Write something...

Technical Crew & Staffing

Organizing stagehands, sound engineers, lighting technicians, and backstage security personnel.

Crew Roles Required

- ☐ Sound Engineer
- ☐ Lighting Technician
- ☐ Stagehand
- ☐ Backline Technician
- ☐ Pyrotechnics Specialist
- ☐ Production Assistant

Total Crew Count

Enter a number...

Crew Onboarding/Briefing Date

Enter date...

Crew Contact List & Emergency Info

 Upload File

Production Manager Approval

Backstage Logistics & Access Control

Implementing wristband/pass systems, backstage perimeter security, and artist movement protocols.

Access Pass Types Required

- ☐ Artist/Talent
- ☐ Crew/Technician
- ☐ VIP/Sponsor
- ☐ All Access
- ☐ Media/Press
- ☐ Production Staff

Backstage Security Lead Name

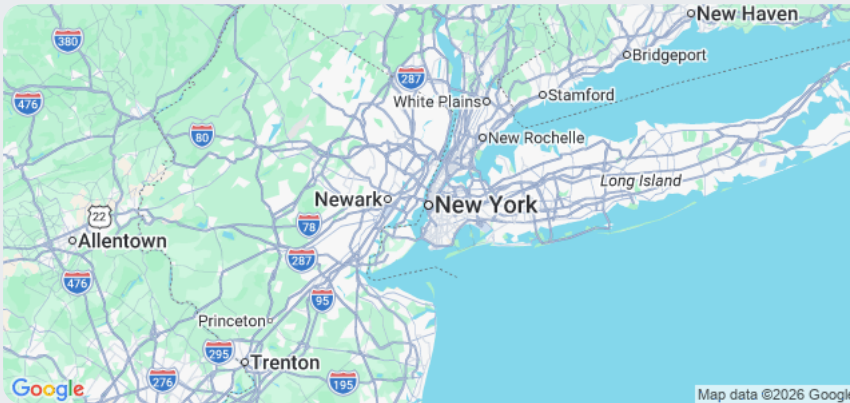
Write something...

Access Control Implementation Date

Enter date...

Primary Backstage Entrance/Loading Dock

 [Set My Current Location](#)



Approved Crew Access List (Master PDF)

 [Upload File](#)

Backstage Entry & Exit Protocols

Write something...

Security Head Authorization

Site Infrastructure & Power Distribution

Managing generator placement, power cabling for stages, and electrical load management for audio/visual gear.

Generator Unit ID/Reference

Write something...

Total Power Output (kVA)

Enter a number...

Power Source Type

- ☐ Diesel Generator
- ☐ Grid Connection (Shore Power)
- ☐ Battery/Hybrid Unit

Required Distribution Components

- ☐ Main Distribution Board (MDB)
- ☐ Sub-Distribution Boxes
- ☐ Cable Protectors/Yellow Jackets
- ☐ Transformer Units
- ☐ Spill Kits (for Fuel)

Power Setup Completion Date

Enter date...

Electrical Load Plan

 Upload File

Load-In & Load-Out Operations

Coordinating truck arrivals, equipment unloading, backline placement, and post-event breakdown schedules.

Load-In Start Date

Enter date...

Load-Out Deadline

Enter time...

Vendor Arrival Check

- ☐ Audio/Visual Crew
- ☐ Lighting Riggers
- ☐ Backline Delivery
- ☐ Stage Construction Team
- ☐ Catering/Hospitality Setup

Delivery Manifests

 Upload File

Loading Dock Assignment

Write something...

Production Manager Approval

Emergency & Contingency Planning

Weather monitoring, technical failure protocols, and emergency medical response integration for the production area.

Weather Monitoring Protocol

Write something...

Emergency Contact Lead

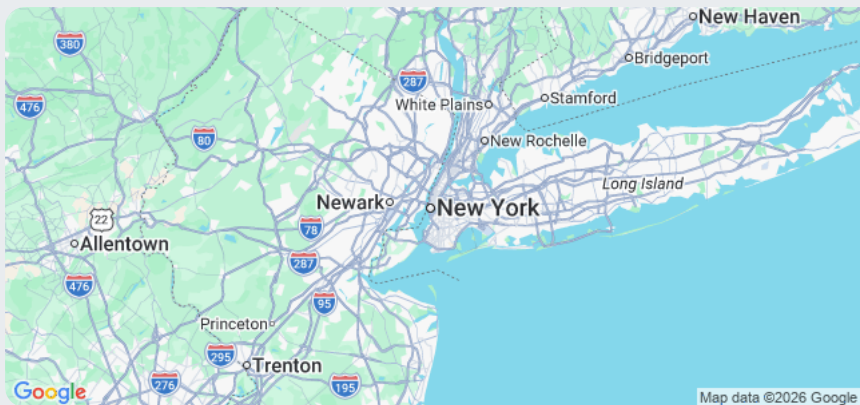
- ☐ Production Manager
- ☐ Safety Officer
- ☐ Head of Security
- ☐ Medical Lead

Last Safety Drill Date

Enter date...

Primary Evacuation Assembly Point

 [Set My Current Location](#)



Essential Emergency Equipment Verified

- ☐ Fire Extinguishers
- ☐ First Aid Kits
- ☐ Backup Power Generators
- ☐ Two-Way Radios
- ☐ Emergency Lighting

Safety Officer Approval

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[✔ Finish](#)

 [Generate Sample Report](#)