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Certificate in Artist Management

## Tour Management

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**Accounting:** Refers to the process of managing and recording financial transactions, including budgeting and financial reporting, in the context of tour management. This involves tracking income and expenses, preparing financial statements, and ensuring compliance with tax laws and regulations. In tour management, accounting is crucial for managing tour finances, including ticket sales, merchandise sales, and expenses such as transportation and accommodation. Related terms include financial management, cost accounting, and auditing.

**Advance:** Refers to the process of planning and preparing for a tour or event in advance, including routing and scheduling. This involves coordinating with promoters, venues, and other stakeholders to ensure a smooth and successful tour. In tour management, advance work is critical for ensuring that all logistical and technical aspects of the tour are taken care of, including arranging for transportation, accommodation, and equipment. Related terms include pre-production, planning, and coordination.

**Agent:** Refers to a person or company that represents an artist or band in negotiations with promoters, venues, and other industry professionals. In tour management, an agent plays a crucial role in securing bookings and negotiating contracts on behalf of the artist. Related terms include booking agent, talent agent, and artist representative.

**Backline:** Refers to the equipment and instruments provided by the venue or promoter for the artist to use during a performance. In tour management, backline equipment can include drums, keyboards, and amplifiers. Related terms include stage plot, technical rider, and equipment rental.

**Box Office:** Refers to the place where tickets are sold for a performance or event. In tour management, the box office is responsible for managing ticket sales, including handling ticketing systems and box office reports. Related terms include ticketing, box office management, and venue management.

**Buyout:** Refers to a guaranteed payment made to an artist or band for a performance, regardless of ticket sales or other factors. In tour management, a buyout can provide a sense of security for the artist, but it can also limit their potential earnings. Related terms include guarantee, minimum payment, and performance fee.

**Crew:** Refers to the team of people responsible for setting up and operating the technical aspects of a performance, including sound and lighting. In tour management, the crew plays a crucial role in ensuring a smooth and successful show. Related terms include production crew, technical crew, and stage crew.

**Deposit:** Refers to a payment made by a promoter or venue to secure a booking with an artist or band. In tour management, a deposit can be refundable or non-refundable, depending on the terms of the contract. Related terms include advance payment, booking fee, and contract deposit.

**Festival:** Refers to a multi-artist event that takes place over a period of time, often featuring a variety of

performances and activities. In tour management, festivals can provide a unique opportunity for artists to perform in front of a large and diverse audience. Related terms include music festival, arts festival, and event management.

**Gross:** Refers to the total amount of money earned from ticket sales or other revenue streams. In tour management, the gross can be an important metric for evaluating the success of a tour or performance. Related terms include gross revenue, total earnings, and box office gross.

**Itinerary:** Refers to a detailed schedule of a tour or event, including travel arrangements and performance times. In tour management, an itinerary is crucial for ensuring that all parties involved are aware of the schedule and can plan accordingly. Related terms include tour schedule, travel itinerary, and performance schedule.

**Load-in:** Refers to the process of unloading and setting up equipment and instruments at a venue. In tour management, load-in can be a critical part of the pre-show process, requiring careful planning and coordination. Related terms include load-out, stage setup, and backline setup.

**Merchandise:** Refers to products sold by an artist or band, such as t-shirts and CDs. In tour management, merchandise can provide an important source of revenue for the artist. Related terms include merch sales, product sales, and retail sales.

**Negotiation:** Refers to the process of discussing and agreeing on the terms of a contract or agreement. In tour management, negotiation can be a critical part of securing bookings and ensuring fair compensation for the artist. Related terms include contract negotiation, deal-making, and agreement.

**Per Diem:** Refers to a daily allowance paid to crew members or other personnel to cover expenses such as food and lodging. In tour management, per diem can be an important part of managing tour finances and ensuring that all personnel are properly compensated. Related terms include daily expense, allowance, and expense reimbursement.

**Production:** Refers to the technical and logistical aspects of a performance or event, including sound and lighting. In tour management, production is a critical component of ensuring a smooth and successful show. Related terms include production management, technical production, and event production.

**Promoter:** Refers to a person or company responsible for organizing and producing a performance or event. In tour management, a promoter can play a crucial role in securing bookings and managing the business side of the tour. Related terms include concert promoter, event promoter, and talent buyer.

**Rehearsal:** Refers to a practice session or sound check held before a performance to ensure that all technical and logistical aspects are in place. In tour management, rehearsals can be an important part of preparing for a show and ensuring a smooth performance. Related terms include sound check, technical rehearsal, and dress rehearsal.

**Rider:** Refers to a document outlining the technical and logistical requirements for a performance or event. In tour management, a rider can be an important tool for ensuring that all parties involved are aware of the

requirements and can plan accordingly. Related terms include technical rider, stage plot, and backline rider.

**Routing:** Refers to the process of planning and coordinating the itinerary for a tour, including travel arrangements and performance schedule. In tour management, routing can be a critical part of ensuring a smooth and successful tour. Related terms include tour routing, itinerary planning, and logistics management.

**Set List:** Refers to the order and sequence of songs or performances during a show. In tour management, a set list can be an important tool for planning and coordinating the performance. Related terms include song list, performance order, and show sequence.

**Sound Check:** Refers to a technical rehearsal or practice session held before a performance to ensure that all sound and technical aspects are in place. In tour management, sound checks can be an important part of preparing for a show and ensuring a smooth performance. Related terms include technical sound check, rehearsal, and pre-show check.

**Stage Plot:** Refers to a diagram or layout of the stage, including the placement of instruments, equipment, and personnel. In tour management, a stage plot can be an important tool for planning and coordinating the performance. Related terms include stage layout, equipment plot, and technical diagram.

**Talent Buyer:** Refers to a person or company responsible for booking and securing talent for a performance or event. In tour management, a talent buyer can play a crucial role in securing bookings and managing the business side of the tour. Related terms include concert promoter, event promoter, and artist booking.

**Ticketing:** Refers to the process of selling and distributing tickets for a performance or event. In tour management, ticketing can be an important source of revenue for the artist and venue. Related terms include box office, ticket sales, and box office management.

**Tour Manager:** Refers to the person responsible for coordinating and managing the logistical and technical aspects of a tour. In tour management, a tour manager can play a crucial role in ensuring a smooth and successful tour. Related terms include tour coordination, logistics management, and production management.

**Venue:** Refers to the location or site where a performance or event takes place. In tour management, the venue can play a crucial role in determining the success of the tour, including factors such as capacity and technical capabilities. Related terms include concert venue, event space, and performance space.

**Wardrobe:** Refers to the clothing and costumes worn by the artist or performers during a show. In tour management, wardrobe can be an important aspect of the performance, including factors such as costume design and wardrobe maintenance. Related terms include costume management, wardrobe coordination, and styling.