



rev.12-16

## SHOW ADVANCE CHECKLIST

Please take a moment to answer the following questions and return via email prior to our phone advance. This will greatly streamline things on our end, thanks!

1) IS THE ACT COMING IN A TOUR BUS OR TRUCK? \_\_\_\_\_

(street parking must be arrange in advance)

2) DO THEY BRING ALL OF THEIR OWN INSTRUMENTS? \_\_\_\_\_

3) DO THEY NEED TO USE ANY OF OUR INSTRUMENTS? \_\_\_\_\_

(there is never a fee to use Yoshi's in-house equipment)

4) DO THEY NEED US TO RENT ANY INSTRUMENTS? \_\_\_\_\_

(backline allotment must be negotiated, or paid by the artist)

5) DO YOU NEED US TO SUPPLY A MERCH SELLER? \_\_\_\_\_

(the artist must pay the seller directly and the house gets 15%)

6) DO YOU HAVE YOUR OWN FOH ENGINEER? \_\_\_\_\_

(local acts are always mixed by Yoshi's award-winning techs)

7) DO YOU HAVE YOUR OWN MONITOR ENGINEER? \_\_\_\_\_

(local acts are always mixed by Yoshi's award-winning techs)

8) DOES THE ARTIST KNOW, IF THERE IS A MEET AND GREET?

9) WHO TO CALL TO COMPLETE THIS TECH ADVANCE:

NAME: \_\_\_\_\_ PH#: \_\_\_\_\_



FROM: BRAD R. GARDNER, PRODUCTION MANAGER & CHIEF FOH SOUND ENGINEER

IAN CROSBY, ASSISTANT PRODUCTION MANAGER & TRANSPORTATION MANAGER

Hello,

Your artist is scheduled to perform at Yoshi's Oakland within the next few weeks. This email is being sent to advance the technical aspects of the show. If you are not the person to answer technical and day-of-show questions, please forward this email promptly to the appropriate person for this advance!

This show technical advance does not involve hotel arrangements, travel, parking, settlement, or any other business matters EXCEPT for selling merchandise once at the venue.

A merchandise seller can be contracted through the production office with two weeks prior notice, and the arrangement is 15% of gross to the house. In addition to this 15% fee to the house, the merchandise seller receives a minimum of \$60 for one show, or \$90 for two shows. For any two-show sales over \$900, the seller gets 10% of this instead of the \$90 flat fee. This is an additional fee and is separate from the house percentage contracted. The merch seller does not work for Yoshi's but for the band, and does NOT get paid by Yoshi's.

Hospitality is handled by our club manager and is negotiated in the contract.

Please reply to this email with your artists' stage plot, input list, and backline requests. Please include a phone number for DOS contact of the performer.

Attached is information about our venue, in-house backline list, microphone inventory, PA, monitors, lighting, stage and venue plot.

Also, please remember that if your artist has a **VIP meet and greet contracted**, they always occur one hour **before** show time for the **first show only**. These meet and greet events are separately ticketed and are for a maximum of 30 people and last about 20 minutes, so please plan accordingly, and **be certain to advise your artist!**

**FIRST SHOWS EACH NIGHT ARE ALWAYS 75 MINUTES, NO BREAKS, INCLUDING ENCORE. SECOND SHOWS AND SINGLE-SHOWS ALSO HAVE NO BREAKS BUT CAN GO A MINIMUM OF 75 AND A MAXIMUM OF 90 MINUTES INCLUDING ENCORES.**

Yoshi's after-show curfew is 30 minutes. Management cannot settle with the band until the musicians and equipment have cleared the hall. Under certain conditions this is flexible, such as when there is extensive equipment and merchandise, but the general rule is 30 minutes after the last show. Please make sure your band members are aware of this prior to load-in and soundcheck.

Please also be sure that the stage plot, backline and input lists are current and accurate. Bands with multiple keyboards, please make sure the keys are clearly and correctly marked on the plot. **ANY EQUIPMENT RENTED FOR YOUR BAND AND NOT USED WILL BE DEDUCTED FROM YOUR SETTLEMENT CHECK.**

The neighborhood adjacent to Jack London Square has experienced car window break-ins and thefts. We strongly encourage that artists park in the parking structure and **DO NOT PARK ON THE STREET!**

**And most important: PLEASE INCLUDE A BAND CONTACT PHONE # FOR DAY OF SHOW! NOT A MANAGER OR AGENT # BUT SOMEONE ACTUALLY IN OR WITH THE BAND. THANKS!**