**Contact a Touring Band**

Who are you booking a show for? Did someone contact you and ask for help setting up a show? If so, skip to the next section.

Otherwise, don't hesitate to e-mail or Facebook message your favorite band and ask them to come to your town! Setting up a tour or knowing WHERE to tour can be really stressful. If you see that a band you like is going on the road, Facebook message/Instagram/tweet whatever at them and offer help. Although it can be intimidating to ask, it's a huge relief to have someone offer to help you set up a show.

**Find a Venue**

First, book a venue. The further ahead of time the better. Consider whether the venue has a curfew (like most houses,) if it charges at the door or permits donations, if it's 21+, and if it has a PA. Based on this info, decide which venue would be best for the particular band you are booking. If the venue charges at the door, work out a door price and ask how big of a cut the venue takes. Make sure that the touring band will get a decent percentage, otherwise book it somewhere else, maybe somewhere free but based on donations. In my experience bands usually make more at a donation based show with a decent crowd than a “real” venue or bar.

**P.A.**

If the venue doesn't have mics and a PA system you need to find one. Ask around, ask people you know who set up shows often where they get theirs and see if you can borrow it. Maybe that means the person bringing it gets free admission to this and future shows! Ask the bands how many mics they need and make sure there are enough mics with the PA.

After you have a venue secured, either message a band you want to play on social media or email their booking email (usually found in the “about” section of their Facebook) with all the info you have up to that point.

**Add Bands**

No one likes shows with more than 4 bands. Please don't book a 6 band show please. Book bands from different but overlapping social circles, if your three best friends' bands play its going to draw the same 15 people! Try to branch out but also consider whose fans would like the touring band. Contact these bands through social media, or get a member's phone number through a mutual friend.

**Night of Show: Your Responsibilities**

As the person who set it up, it's really your responsibility to determine set order, and to make sure everything runs smoothly. Ordering the bands from who drew the least to the most people is usually a good idea. Unless the touring band is big enough that everyone is there for them, DON'T put them as the last band. “Headlining” doesn't really mean shit if everyone leaves before you play, ya know? Put whoever draws the most LAST.

Make sure the bands know when they're playing and are setting up and taking down when they should be, especially if there's a curfew on the show. If this show goes off donations it's also your responsibility to carry around a bucket and bug the shit out of people more than once throughout the night! Ask for donations between each band, and also ask the local bands to tell people to donate while they're playing.

After the show, give the touring band the collected donations or door money. Make sure they have somewhere to stay! This is an essential part of setting up shows and creating a strong and safe DIY community for everyone! If you can't house them for the night, ask around. If you didn't plan ahead, have the local bands tell people the touring band is looking for a place to crash while they're playing and if you feel like it maybe make them dinner after the show. Home cooked meals on tour are a luxury and few and far between. Especially when you're used to Taco Bell.

I'm sure there's a lot more information that could be added to this "how-to", but hopefully this is a good enough jumping off point to help you feel confident in approaching a band and setting up a stellar show!