

ARTISTS TOURING IN LIBRARIES CHEAT SHEET

What to consider when touring your show to a library...

1. SHOW

Who, what, where, when?



What is the show called, what is it about and who is it for? Let libraries know when it is available to book and how much it costs. Mention how many people will be on tour, running time and get in/get out time too.

Contact Details



Who are the main contacts within your company? Provide your company name, address, phone number, email and website for more information.

2. SPECIFICS

Technical Information



What space do you need, can you supply your own sound/lighting equipment or do you need a blackout? Bear in mind that most libraries don't have sound/lighting equipment or a stage.

Legalities



You will need to provide adequate insurances including public liability and obtain/pay for all necessary licenses and copyright royalties.

3. SUPPORT

Ticketing & Promotion



Who will be responsible for ticketing? Provide high-res images for poster production or pre-made marketing for print/use on socials.

Hospitality



Accommodation is unlikely to be provided so ask the library if you need help finding somewhere to stay.

Feedback



Liaise with the library on how best to collect feedback from your audience.

For more info contact your local rural touring scheme, or check out Creative Arts East's Really Useful Guide for Artists!