

LIBRARIES TOURING CHEAT SHEET

What to consider when hosting a touring event in your library...

1. SPACE

Contact Details



Who is the main contact(s) regarding arts events? Provide the artist with venue address, phone number and email contact.

Access



Make your venue access facilities clear to audiences. Car park, toilets, ramps, loading area etc.

Venue



Will the show fit in your space? Consider audience capacity, seating arrangement and location.

2. SHOW

Who, what, where, when?



What is the show called, what is it about and who is it for? What else is happening in the library on the event date and at the time of the performance? Will the library remain open to the public?

Ticketing & Promotion



Can you share marketing in-person or online? Perhaps you can print hard copies in house for free or at a cost.

3. SPECIFICS

Artist Facilities



Do you have blackouts or access to a power supply? Is there a space for the artist to park/load or get changed?

Feedback



Will you gather audience evaluations at your event? If so, how? Can you share the feedback with the artists?

Legalities



Be sure the touring company provide adequate insurances including public liability or copyright.

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