

# Tour Guides - Session One

## Tour Budgeting

Wednesday 11 February, 2026

**Tour Guides** is a monthly program of online workshops designed to support artists, presenters and arts workers navigating the Queensland touring landscape.

Each session focuses on a specific aspect of touring, from planning and partnerships to logistics, funding and regional engagement, with occasional special guests and industry experts joining to share their practical experience.

Participants are able to submit questions or topics they want covered on our website and we hope to demystify the process and strengthen connections in the sector and across communities in Queensland.

In the month of February, QTouring is also running a series of weekly webinars called **Blakchat**, which is a series created primarily for First Nations and Torres Strait Islander arts practitioners and artists. Though with that primary aim, of course anyone is welcome to join the session if you want to learn more about how you can create a culturally safe practice or environment when working with mob.



## What/Who is QTouring?

QTouring is Queensland's state body in arts touring and engagement service designed to support artists, producers, venues and communities to connect and share arts experiences across the state - particularly in regional and remote areas. It is managed in partnership with Arts Queensland and Stage Queensland.

### Purpose

- Brokering connections between artists and presenters.
- Providing capacity-building resources, tools and guides.
- Serving as a central access point for touring projects, community engagement opportunities and presentation venues.

### Team Structure

- QTouring includes staff focused on touring coordination, sector engagement, web services and funding info.
- Contact details, biographies and team roles are available under the "Our Team" section on the QTouring site.



## QTouring Website 101

### Homepage Purpose

- Central hub for accessing touring services, resources and applicant information.

### Key Sections

1. **Touring** – Lists touring opportunities, works available and presenter networks
2. **Find a Work / Presenter / Project** – Searchable directories of works, venues and engagement projects.
3. **Initiatives** – Training, conferences (like QShowcase) and producer bootcamps.
4. **Resources** – Tools, templates and First Nations guides for project planning.
5. **Funding Opportunities** – Lists current and upcoming grants with links to eligibility and application details.
6. **Upload Your Works** – Portal for producers/artists to register and share touring works.
7. **Register as a Presenter** - Portal for venues/festivals to register and share touring works.
8. **News & FAQs** – Updates on sector events, deadlines and common questions.



## QTouring Budgeting Tool

### What is a 'budget'?

"Budgeting" is the financial planning process of a project. A realistic budget should balance estimated costs, against revenue sources (if applicable) to ensure project feasibility, financial viability and stability. A realistic budget is a critical part of any project or funding application.

It is crucial to constantly monitor a budget once your project has started so that you are able to track financial expenditure, not overspend, and understand how much money you have left to spend. Budgeting in live performance in Australia should make references to the current LPA or MEAA pay guides.

A budget should help you:

- Understand how much a project costs
- Ensure that the project costs don't exceed the budget allocated (financial viability)
- Forecast for future projects
- Secure funding and grants

### What is the QTouring Budget Tool?

The QTouring budgeting tool is used to help QTouring categorise your production into a price category which helps presenters find shows within their price range. You can also use this budget to help calculate your fee, remount, and royalties.

You can find the **QTouring Tour Budgeting Tool** [here](#).



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## Resources and definitions

To understand why we budget this way, see QTouring's Financial Models and Sell Off Fees Resource [here](#).

### Live Performance Award - updated as of 2024

The Live Performance Award 2020 is the “Australian legal instrument governing minimum wages, conditions, and entitlements for employees in the live entertainment industry, including production, staging, and performance.” (Fairwork Australia website).

It covers employers and employees in production, staging, lighting, audio/visual, presenting, and performing live theatre, music, opera, dance, and comedy. It also covers **Key Entitlements** (e.g. hourly minimum rates, and penalties), and **allowances** (e.g. meal allowances, laundry, accommodation), etc., which is especially relevant in touring.

Find out more [here](#).

### MEAA Pay Guide

The Media Entertainment and Arts Alliance's PCA 2024 Minimum Rates and Allowances

[Download PDF here](#).

### Creative Workplace

Creative Workplace's role is to support fair, safe and respectful workplaces for artists, arts workers and arts organisations.

We provide information, resources and referral information about pay, safety and respect. Our job is to help everyone working in creative industries understand their rights and meet their workplace obligations.

[Contracts and Payment Resources here](#)

[About independent contractors: artists and arts workers here](#)

[Rate guides here](#)

[Super for independent contractors here](#)

## **Australian Production Design Guild (APDG)**

The Australian Production Design Guild (APDG) formed in 2009 to represent the concerns of designers in film and live performance.

[APDG LIVE PERFORMANCE DESIGN GUIDELINES here](#)

## **Australian Cultural Fund**

[“How To Build A Budget”](#) - A guide from Australian Cultural Fund

## **Regional Arts Victoria**

[Budgeting Guide from Regional Arts Victoria](#)

