

## Sample Production Schedule

### 2019 Community Festival, Waterfront Park - June 8, 12pm - 5pm

Friday June 7			
TIME	ITEM	LEAD	NOTES
9:00 AM	Installation of Tents, tables ect.	Tent Company	VIP area Set up
10:00 AM	Garbage Recycling & Dumpster Load in	Garbage/Recycle Company	
11:00 AM	Installation of fencing	Fencing Company	
11:30 AM	Electrical Set Up	AV Company	
12:00 PM	Retail Booth set up/Reefer Load in	Company Name	Kegs will already be in truck
13:00 PM	Island Stage Production Load in	AV Company	
14:00 PM	Portapottie Install	Portapottie Company	
14:30 PM	Exhibitor Load In WAVE 1	Company Name	Golf Cart Load in via Rotary Marsh
16:30 PM	Exhibitor Load In WAVE 2	Company Name	Golf Cart Load in via Rotary Marsh
18:30 PM	Exhibitor Load In WAVE 3	Company Name	Golf Cart Load in via Rotary Marsh
19:00 PM	Night Security Shift Arrives	Company Name	
20:00 PM	Boardwalk Closed to public	Security Company	
20:30 PM	Secure parking on Sunset	Company Name	
Saturday June 8			
TIME	ITEM	LEAD	NOTES
7:00 AM	Re-open boardwalk to Public	Security Company	
8:00 AM	Night Asset Security Shift Arrives	Security Company	
9:00 AM	Food Vendor Load in	Various	Harmony Bridge Closed to public
9:15 AM	Radio Station Load in	Radio Station	
9:30 AM	ATM Installation	ATM Company	
9:45 AM	Box Office Opens in Rhapsody Plaza	Company Name	
10:00 AM	Liquor Inspector, Brewery Mtg, Staff Meet	Various	BOARD WALK CLOSED TO PUBLIC
11:00 AM	Medics and Lifeguards onsite	Security Company	
11:30 AM	VIP and Early Bird Gate Opens	Company Name	First Pour Permitted from breweries
12:30 PM	1st Band Takes to Island Stage	Promoter	
13:30:00 PM	2nd Band Takes Stage	Promoter	
14:30:00 PM	3rd Band Takes Stage	Promoter	
16:00 PM	4th Band Takes Stage	Promoter	
17:15 PM	Last Ticket Sale	Company Name	
17:30 PM	Last Token Sale	Various	
17:45 PM	Last Call	Various	
18:00 PM	Last Pour	Various	
18:00-18:30 PM	Drink up and flush site	Security Company	
19:00 PM	Site Strike	All departments	*Load outs done by Dollys and Golf Carts
22:00 PM	Reopen site to public	All departments	
Sunday June 9			
9:00 AM	Dumpster and Recycling Pick Up	Waste Management Company	

### TIPS

- List all event infrastructure load in/out dates and times
- Note park guidelines, ie. points of access, restrictions, etc. Ensure contracted services are aware of access points & rules
- Plan for adequate time to load in/out between contractors. Group together where feasible
- Ensure contractors have onsite contact number should issues arise
- Have staff onsite overseeing load in/out
- Ensure insurance covers entire time infrastructure is onsite