

A Production Schedule is a thorough 'To Do' list of everything that needs doing on the day of your event. It may be a simple list with a reminder of who is doing what, or it might need to show very careful timings so that everything gets done on time.

Below is an example production list. It makes a note of what is happening and when, who is responsible for making sure it happens and any important notes. There is also a list of the key contacts for the event.

EXAMPLE PRODUCTION SCHEDULE Family Event - Town Square. Sunday 14th June 2015

Key contacts

Event Director NameNumber
Production Manager
Site Manager
Sound
Stallholder Coordinator....
Entertainments Manager....
Security...
Medic
Health and Safety

H&S – please note

We all have a duty of care to ourselves, our colleagues and the public. Please be alert to hazards and act swiftly to put in controls to limit them. Please avoid any risk to yourself: two people to carry heavy or long objects, and for ladders. Wear appropriate protective equipment for your role.

Child Protection/Lost children – No-one should be alone at any time with a young person.

If there is a lost child alert a steward immediately and ask another colleague or member of the public to stand by while you wait for them.

Any concerns please speak to the Production Manager

Time	Action	Contractor/ Responsible	Notes
			Temporary parking to unload is in xx street. Permanent parking for the day is available at xx Street. Reserved space with parking permit for production vehicle or other as necessary.
6.30	Site Manager and Production Manager arrive + extra crew. Give out ID. Health and Safety Briefing	Production Manager (PM)	
	Barriers delivered on pavement by Town Hall	Barrier Company	
07.00	Sound deliver to site. Start to rig PA around site.	Sound Company	Van registration details.....
07.00	Security on site With radios for production and cones for deliveries. Briefing	Security Company. PM	1 x Day Supervisor, 1 x SIA Security, 1x Steward. spare radios into gazebo once built
	Crew barrier off Production Compound around the Marquee build.	Site Manager(SM)	
7.15	Marquee Company – deliver. Van to leave. Rig Marquee	Marquee Company + SM	Marquee must have water weightskg per leg. Van reg.....
7.30	Truck stage arrives and rigs	Stage Company	
7.35	Once Marquee van is clear then production van can deliver to the field	SM/PM/ local crew	A boards, flags, weights, fire extinguishers, chairs, tables,coat rail, scrim, production kit with white cable ties, trolleys, sashes, chalks.
7.35	In or near Production Compound:		
	Scrim(branding banners) onto barriers	SM	
	Flags assembled,A boards checked	PM	All flags and A boards in one space until we're ready to distribute.
	Production tent organised	PM	3 x tables, spare chairs, water,
	Table and chairs delivered to catering area	SM	30 chairs, 1 x table (if too many chairs store some in gazebo)
	Power company deliver generator	Power Company	
08.00	Medic arrives. Set up in Production tent	Medic	
08.15	Bring over A board sheets, umbrellas		
	A board signs attached, boards marked up	Volunteers	
8.30	Fetch refreshment for crew	PM/Vols	
09.00	Stewards arrive - briefed. Go to posts	Security Company/PM	
09.10	Walk round with Council Events team and Fire Officer	SM/PM	
09.15	Stall holders arrive. Dress gazebos, deliver goods. 'Tea and Cake' catering concession arrives and set up.	PM/ Stallholder Coordinator	Coats into Production Gazebo
9.15 for 9.30 briefing	Volunteers arrive. Briefed by PM and Event Director In position by 9.45	PM/ED	Coats into Production Gazebo

9.10 - 10.00	Entertainers arrive. Change in production gazebo. Briefed and directed to performance areas by Entertainment Manager	EM	
11.00	EVENT OPEN	ED/PM	
11.00	LAUNCH EVENT - Speeches and band plays		
11.15	Once site rig is complete and signed off local crew free to go	SM	
12.00	Lunches collected	volunteers	lunches into production gazebo
	SEE SEPARATE RUNNING ORDER FOR ENTERTAINMENT SCHEDULE		
	Security, stall holders and volunteers have breaks as scheduled.		
	Entertainers have breaks as scheduled		
	During the day park warden will patrol square.		
	Council waste management team will do regular litter pick		
14.30	Start prep for 3pm commemorative moment. Alert stewards to increased audience near stage. Confetti cannon operator ready side of stage.	PM/SM	
16.50	Assist with rallying crowds to stage. Assist with gathering stage guests for speeches and commemorative moment.		
15.17	Assist with clear up so that stage can continue with entertainment. Watch for extra litter. Sweep stage.		
17.00	Production crew reassemble	SM	
17.30	EVENT ENDS.	PM	
	Entertainers and Stallholders pack up.	SC	
	Security in place with equipment until its collected.	SM/Security	
	WITH CARE TO THE PUBLIC!		
	Crew start to collect A boards, flags and PA equipment from the site. All into production compound	SM/PM/ local crew	
	Dismantle all sound rig		
	Dismantle truck stage		
	Dismantle barriers		
	Litter pickers out.		
18.00	First tranche of stewards leave site	Security	
	Marquee Company - dismantle gazebos	SM/Gazebo Company	
	Production Van onto Square for pick up - all equipment		
20.00	SITE CLEAR AND CLEAN - SECURITY STAND DOWN	Security/SM /PM	
	Production channel to be confirmed Channel 1 for emergencies		
Radio List			
	Event Director.....		
	Production Manager		
	Site Manager		
	Sound		
	Security		
	Volunteer Coordinator.....		
	Council Contact		

See separate contacts list for full details of staff, volunteers, stallholders, all suppliers and contractors, and entertainment contributors.