

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. It's an important document for any event.

It records what is happening and when, who is responsible for making sure it happens and any important notes. There should also be a list of the key contacts for the event. This should be circulated to everyone involved, including suppliers, crew, the license holder, local authority events team etc.

TEMPLATE PRODUCTION SCHEDULE

EVENT:

DATE:

TIME:

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.

Time	Action	Contractor/ Responsible	Notes
	When are the key staff arriving. Put arrivals of all staff and other groups on your schedule.		
	What is going to be delivered and when. Make a note of it all. Make a schedule so people don't arrive all at once.		
	What parking is there for everyone?		
	Do you need ID for the team such as wristbands?		
	Who is constructing all the kit you have? Do you need production equipment, like drills and screwdrivers or will that all be taken care of by the supplier?		A roll of gaffer tape is one of the most useful items you can have at any event,
	What safety checks need to happen before the show can go ahead. Who is going to make them and when?		
	EVENT OPEN		
	What key events will be happening during the day. If they aren't on a separate schedule what needs to happen? For example are you expecting a big crowd at a certain moment. Do you need to alert the stewards? Will you have to move something heavy onto stage at a certain point. Who is going to do it?		
	HAVE A SEPARATE DETAILED RUNNING ORDER FOR ENTERTAINMENT, CONCESSIONS, ANY SPECIAL ACTIVITIES THROUGHOUT THE DAY.		
	EVENT ENDS.	PM	
	Who needs to collect equipment and other gear? What clean up do you need to do? Who will be the last person on site to make sure everything is back to how you found it!		
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.