

START HERE

Event Foundation

Work through each item with your venue and production partners. Check the main task when complete, and use the smaller fields to record the decisions behind it.

Define the event date, public hours, performance schedule and curfew.

EVENT DATE	PUBLIC HOURS
PERFORMANCE SCHEDULE	CURFEW OR HARD STOP

Confirm the event type, purpose, audience and expected attendance.

EVENT TYPE	EVENT PURPOSE
EXPECTED ATTENDANCE	AUDIENCE PROFILE

Establish the working budget, approval process and decision deadline.

WORKING BUDGET	BUDGET OWNER
FINAL APPROVER	DECISION DEADLINE

Assign the organizer who can approve schedule and production changes.

PRIMARY DECISION-MAKER	MOBILE PHONE
BACKUP CONTACT	BACKUP PHONE

Choose the production scope that best matches the event.

Stage only or full production

STAGE NEEDS	AUDIO NEEDS
LIGHTING NEEDS	VIDEO NEEDS

VENUE PLANNING

Site Access and Logistics

A successful load-in starts with accurate access information. Confirm measurements and restrictions with the venue before vendors arrive.

Reserve the venue or outdoor site and confirm access hours.

VENUE OR SITE	STREET ADDRESS
ACCESS BEGINS	VENUE CLOSES

Confirm truck and trailer access, gates, turning room and overhead clearance.

LOAD-IN ENTRANCE	GATE WIDTH
OVERHEAD CLEARANCE	ACCESS RESTRICTIONS

Approve the stage location and identify underground or overhead hazards.

STAGE LOCATION	SURFACE AND SLOPE
UNDERGROUND UTILITIES	WIRES OR BRANCHES

Plan loading, parking, backstage and emergency access.

TRUCK PARKING	ARTIST PARKING
BACKSTAGE LOCATION	EMERGENCY ROUTE

Confirm permits, inspections, insurance and venue requirements.

PERMIT AUTHORITY	INSPECTION TIME
INSURANCE DEADLINE	VENUE RESTRICTIONS

TECHNICAL PLANNING

Power Audio Lighting and Video

Share accurate attendance, site and program information so every system can be designed for the audience, environment and show schedule.

Confirm power source, capacity, distribution and generator responsibility.

POWER SOURCE	AVAILABLE SERVICE
GENERATOR PROVIDER	POWER CONTACT

Plan audio coverage, control locations and program inputs.

AUDIENCE LAYOUT	FRONT OF HOUSE
PROGRAM INPUTS	AUDIO LEAD

Define lighting goals, operating hours and effects restrictions.

LIGHTING GOALS	AMBIENT LIGHT OR SUNSET
EFFECTS REQUESTED	RESTRICTIONS

Define LED video, camera, IMAG and content requirements.

SCREEN PURPOSE AND SIZE	CAMERA OR IMAG NEEDS
CONTENT FORMAT	CONTENT DEADLINE

Submit banners, scenic elements and suspended equipment for approval.

BANNER DIMENSIONS	SCENIC ELEMENTS
SUSPENDED LOADS	APPROVAL CONTACT

SHOW PLANNING

Artists Program and Schedule

Build one master schedule and one current set of artist documents. Label every revision so crews are not working from outdated information.

Collect artist riders, stage plots, input lists and hospitality needs.

RIDER RECEIVED

STAGE PLOT VERSION

INPUT LIST VERSION

OPEN RIDER ITEMS

Confirm speakers, presenters, playback and special cues.

SPEAKERS OR PRESENTERS

PLAYBACK FILES

WALK-ON MUSIC

SPECIAL CUES

Create the master load-in, setup, rehearsal and show schedule.

VENDOR LOAD-IN

PRODUCTION READY

SOUNDCHECK OR REHEARSAL

DOORS AND SHOW

Assign department leads and a communication plan.

PRODUCTION LEAD

STAGE MANAGER

VENUE LEAD

RADIO OR PHONE PLAN

Confirm hospitality, credentials and restricted-area access.

CREDENTIAL TYPES

CREDENTIAL PICKUP

HOSPITALITY LOCATION

RESTRICTED AREAS

EVENT SAFETY

Weather Crowd and Emergency Plans

Document who monitors conditions, who makes decisions and how instructions reach staff, artists and guests. Review the plan with every department lead.

Assign weather monitoring and decision authority.

WEATHER MONITOR	FORECAST SOURCE
DECISION AUTHORITY	DECISION THRESHOLDS

Document shelter, evacuation and emergency communication plans.

GUEST SHELTER	ARTIST AND STAFF SHELTER
EVACUATION ROUTE	PUBLIC MESSAGING

Confirm stage wind procedures and operating limits.

STAGE PROVIDER	WIND MONITOR LOCATION
PROCEDURE REVIEWED BY	REVIEW DATE

Schedule security, medical, fire access and crowd management.

SECURITY LEAD	MEDICAL LEAD
FIRE ACCESS	BARRICADE PLAN

Plan accessible routes, guest services and incident documentation.

ACCESSIBLE ROUTE	GUEST SERVICES LOCATION
LOST PERSON PLAN	INCIDENT LOG OWNER

FINAL ADVANCE

Seven to Fourteen Days Before

Resolve open decisions before equipment and crews are committed to travel. Issue one final packet containing the current schedule, site plan and contacts.

Issue the final schedule, site plan and contact sheet.

ISSUED BY

ISSUE DATE

REVISION NUMBER

DISTRIBUTION LIST

Confirm equipment, labor calls and vendor arrival instructions.

EQUIPMENT CONFIRMED BY

LABOR CALL TIME

VENDOR CHECK-IN

ARRIVAL INSTRUCTIONS

Resolve remaining rider substitutions and exceptions.

OPEN ISSUE

RESOLUTION

APPROVED BY

APPROVAL DATE

Load and test presentations, video, music and sponsor content.

FILES RECEIVED

FILES TESTED BY

PLAYBACK DEVICE

BACKUP LOCATION

Hold the final weather, safety and emergency coordination meeting.

MEETING DATE AND TIME

MEETING LEAD

REQUIRED ATTENDEES

OPEN ACTION ITEMS

EXECUTION

Show Day and Closeout

Use this page with the event lead, venue and production manager. Record changes and preserve notes for the post-event review.

Complete stage, power, production and safety inspections before doors.

INSPECTION COMPLETE

COMPLETED BY

OPEN ITEMS

DOORS APPROVED BY

Conduct soundcheck, rehearsal and cue review.

SOUNDCHECK TIME

REHEARSAL TIME

CUE REVIEW LEAD

FINAL CHANGES

Monitor weather, audience conditions, schedule and communications.

WEATHER UPDATES

ATTENDANCE COUNT

SCHEDULE VARIANCE

OPERATIONS NOTES

Manage teardown, equipment accountability and site restoration.

PUBLIC CLEAR TIME

TEARDOWN RELEASE

MISSING OR DAMAGED ITEMS

SITE ACCEPTED BY

Complete the post-event review and record next-event improvements.

REVIEW DATE

PARTICIPANTS

WHAT WORKED

IMPROVE NEXT TIME