

## PRODUCTION SCHEDULE

EVENT DETAILS	
Event:	
Venue Name:	
Event Date:	
Site Hire Time:	
Client onsite contact details:	
Special Notes:	

KEY TIMINGS OF EVENT		
	Time	Information
Start of set up:		
Event Start:		
Event End:		
Start of pack down:		
Finish of pack down (all suppliers/guests off site):		

KEY CONTACTS		
Role	Name	Contact Number

THIRD PARTY INFORMATION		
Business	Type	Contact Details

## PRODUCTION SCHEDULE

Time		Type*	Description	Location	Who
From	To				
**E.g.** 07.00		**example** Delivery, delegates arrive etc.	**example** Walkers Party Hire - Van (XJS-3220) <i>Ranger escort – call 10 min on approach</i>	**example** Connections Garden	**example** Greg Smith (Walker) 0499 952 322
<b>Deliveries / Supplier Arrival</b>					
<b>Event Run</b>					
**E.g.** 11am	11:15am	**example** Guest arrival	**example** Guest arrival through XX gate, champagne on arrival	**example** Palm House	**example** Site contact or event stylist
<b>Pick-ups / Pack down</b>					