EVENT NAME: Production Schedule DATE: 3/2/2010

Location Key
Location 1: Name
Address
Transportation
Location 2: Name
Address
Transportation

Name	Title	Stations
Pas	Director of Awesomeness	Command Center, Audio, Trucks/Pack List, Signage, Deliveries
Name 2	Location Manager	Sponsors, Yamaha/Acura
Name 3	Production Coordinator	Electric, Phone Lines, Front Door
	Production Coordinator	Lighting, Trusses

*NOTE:

- All Crew upon arrival at location 2 will sign in at the command desk
- All Crew upon completion of assignment will report immediately to the team leader/production manager to be reassigned.
- If you need to step away from you assignment at any time for any reason, please contact the Production Staff member who assigned you prior to leaving your assignment.

**Please note all schedule times are estimated and Subject to change!!!

Friday (4/11)

9:30 am	Production Prep Meeting (Lead Name): Load In, Floor plan, event

Sunday (4/13)

Noon	Meet at location 2 and drive van to location 1 (name/name), Load Truck with material fro ATL truck (name/name)
2:00 pm	Pick up Truck at Location 1 and drive to location 2 (Thomas/Kevin), Drive Van (Jack)

Monday (4/14)

8:30 am	Staff call time
9:00am	Crew call time. Unload trucks and stage production materials (name/name)
12:30 pm	Crew Lunch/Staff lunch
1 pm	Sponsor set up continues (Peter/Jack/Markus), Receive goodie bags (Jack/Peter)