

APPENDIX I

PRODUCTION SCHEDULE			
SPACED OUT WEEKEND			
DATE	TIME	CONTENT	WHO
WEDNESDAY 19th	AM	SET UP BOX OFFICE / PRODUCTION OFFICE	PRODUCTION
	PM	PAINT AND WRITE SIGNAGE AND PROGRAMME BOARDS	PRODUCTION
	PM	PLACE TRAFFIC/ DIRECTIONS SIGNAGE ACROSS SITE	SITE
THURSDAY 20th	AM	PIC NIC TABLES ARRIVE	CONTRACTOR
	AM	TOILETS ARRIVE	CONTRACTOR
	AM	PED BARRIER DROP	SITE
	AM	WASTE BIN AND SKIP ARRIVE	CONTRACTOR
	AM	WRITE AND PLACE ADDITIONAL SIGNAGE (PROGRAMME/COVID INFO ETC)	PRODUCTION
	AM	WATER UNIT	HORSEHEATH
	AM	SET OUT WASTE BINS	SITE
	AM	GENERATORS ARRIVE	SITE
	PM	DRINKS DELIVERY ARRIVES	CONTRACTOR
	PM	WOODVILLE PROJECT - BOUTIQUE CAMOING SET UP	WOODVILLE
	PM	ENCHANTED CINEMA BUILD	ENCHANTED CINEMA
	PM	STARLIGHT BOUTIQUE BUILD	STARLIGHT BOUTIQUE
	PM	PRINT OUT ARTIST GUEST LIST	PRODUCTION
	PM	COMPLETE ONE WAY BARRIER SYSTEMS	SITE
	PM	SET OUT ARENA LIGHTING	TECH
	PM	SET OUT SUNDOWN STAGE LIGHTING	TECH
	PM	SET UP PA SYSTEM AND DJ EQUIPMENT	TECH
PM	FRIDGE VAN ARRIVES	CONTRACTOR	
PM	SOUND AND TECH CHECKS	ALL	
PM	SOUND BLEED CHECKS ACROSS SITE, VILLAGE AND GATES	PRODUCTION/TECH	
	8:30	PRODUCTION COMMENCES WORK	ALL
	10:00 - 00:00	BAR MANAGER STARTS SHIFT	BAR
	AM	FOOD TRADERS X 2 TO ARRIVE	TRADERS
	AM	MARK OUT SOCIAL BUBBLES AROUND PIC NIC TABLES	SITE/PRODUCTION
	11:30	TEAM BRIEFING	PRODUCTION, BARS, TECH, SITE
	14:00 - 00:00	BAR STAFF 1 COMMENCES WORK	BAR
	14:00	VOLUNTEERS ARRIVE	VOLUNTEERS
	14:30	CAMPSITE OPENS FOR CAMPERS	CAMPSITE
	15:00	SECURITY ARRIVE	HK SECURITY
	15:15	SECURITY BRIEFING	PRODUCTION/SECURITY
	16:00	BOX OFFICE / ARENA OPENS	PRODUCTION

FRIDAY 21st	16:00	SECURITY IN POSITION AT BOX OFFICE / ARENA	SECURITY
	17:00 - 21:00	WONKY DISCO	SUNDOWN STAGE
	17:00	BAR STAFF 2 COMMENCES WORK	BAR
	PM	TOILET EMPTY AND CLEAN	CONTRACTOR
	19:00	ELT MEETING	SECURITY, PRODUCTION, SITE, TECH
	19:45	SOUND BLEED CHECKS ACROSS SITE AND GATES	SECURITY
	20:00	BOX OFFICE CLOSES	PRODUCTION
	20:00	ENCHANTED CINEMA - SHORTS	ENCHANTED CINEMA
	20:30	ENCHANTED CINEMA - HUNT OF THE WILDERPEOPLE	ENCHANTED CINEMA
	21:00 - 23:00	XBOSS	SUNDOWN STAGE
	21:30	ELT MEETING	SECURITY, PRODUCTION, SITE, TECH
	22:00	SOUND BLEED CHECKS ACROSS SITE AND GATES	SECURITY
	23:00	EVENT CLOSE	
	23:00	EGRESS	
	23:00 - 23:30	LITTER PICK / CLEAR TABLES PRODUCTION	VOLUNTEERS/PRODUCTION/SITE
	23:45	ALL DAY TICKET HOLDERS OFF SITE AND CAMPERS AT CAMPSITE	SECURITY
	0:00	ARENA CLOSED	ALL
	AM/PM	TOILET EMPTY AND CLEAN (X 4 TIMES PER DAY)	CONTRACTOR
SATURDAY 22nd	9:00	CAMPSITE OPENS	PRODUCTION
	9:15	LEAVE SITE TO PICK UP DISCO YOGA	PRODUCTION
	9:00	SECURITY ARRIVE	SECURITY
	9:00	ELT MEETING	SECURITY, PRODUCTION, SITE, TECH
	9:30	REPLACE SOCIAL BUBBLES AROUND PICNIC TABLES	SITE
	9:30	SECURITY IN POSITION AT BOX OFFICE	SECURITY
	9:45	PICK UP DISCO YOGA FROM GREAT CHESTERFORD STATION	PRODUCTION
	AM	THE GRAPE VAN ARRIVE AND SET UP	WORKSHOP
	AM	FOOD TRADERS ARRIVE AND SET UP	TRADERS
	10:00	BOX OFFICE AND ARENA OPENS	ALL
	11:00 - 12:00	STARLIGHT BOUTIQUE	WORKSHOP
	12:00 - 13:00	DISCO YOGA	SUNDOWN STAGE
	12:00 - 00:00	BAR MANAGER AND STAFF START SHIFT	BAR
	13:00 - 23:00	BAR OPENS	BAR
	13:00 - 23:00	SUNSET SOCIALS	SUNDOWN STAGE
	13:00 - 19:00	WONKY DISCO	SUNDOWN STAGE
	14:00 - 15:00	STARLIGHT BOUTIQUE	WORKSHOP
	14:00 - 15:00	WINE TASTING - THE GRAPE VAN	WORKSHOP
	15:00	ELT MEETING	SECURITY, PRODUCTION, SITE, TECH
	15:45	SOUND BLEED CHECKS ACROSS SITE AND GATES	SECURITY
	16:00 - 17:00	WINE TASTING - THE GRAPE VAN	WORKSHOP

	16:00 - 17:00	STARLIGHT BOUTIQUE	WORKSHOP
	19:00	BOX OFFICE CLOSES	PRODUCTION
	19:00 - 21:00	TOM FINDLAY (GROOVE ARMADA)	SUNDOWN STAGE
	20:30	ELT MEETING	SECURITY, PRODUCTION, SITE, TECH
	21:00	SOUND BLEED CHECKS ACROSS SITE AND GATES	SECURITY
	20:00	ENCHANTED CINEMA - SHORTS	ENCHANTED CINEMA
	20:45	ENCHANTED CINEMA - FEAR AND LOATHING IN LAS VEGAS	ENCHANTED CINEMA
	21:00 - 23:00	NOT SO SILENT DISCO - SEB FONTAINE	SUNDOWN STAGE
	23:00	SUNDOWN STAGE CLOSE	SUNDOWN STAGE
	23:00	EGRESS FOR DAY TICKETS HOLDERS AND NON-CAMPERS	SECURITY
	23:00	BAR CLOSES	BAR
	23:00 - 23:30	LITTER PICK / CLEAR TABLES PRODUCTION	VOLUNTEERS/PRODUCTION/SITE
	23:00	ENCHANTED CINEMA - HUMAN TRAFFIC (CAMPERS ONLY!)	ENCHANTED CINEMA
	0:45	CAMPERS BACK TO CAMPSITE	SECURITY
	1:00	EVENT CLOSE	ALL
SUNDAY 23rd	AM/PM	TOILET EMPTY AND CLEAN (X 4 TIMES PER DAY)	CONTRACTOR
	10:00	DOORS/ARENA OPEN	PRODUCTION/SITE/TECH
	10:00	ELT MEETING	PRODUCTION, SITE, TECH
	11:00 - 12:00	MEDITATION	CONTRACTOR
	12:00 - 13:00	DISCO YOGA	CONTRACTOR
	12:00 - 18:00	BAR MANAGER AND STAFF START SHIFT	BAR
	14:00 - 16:00	STARLIGHT BOUTIQUE	ALL
	13:00 - 17:00	SUNSET SOCIALS	CONTRACTOR
	13:00	BAR OPENS	BAR
	13:30	SOUND BLEED CHECKS ACROSS SITE AND GATES	SITE/PRODUCTION
		ELT MEETING	PRODUCTION, SITE, TECH
		SOUND BLEED CHECKS ACROSS SITE AND GATES	SITE/PRODUCTION
	17:00	BAR CLOSES	BAR
	17:00	BOX OFFICE CLOSES	PRODUCTION
	17:00	ENCHANTED CINEMA -HOOK	ENCHANTED CINEMA
18:00	FOOD TRADERS PACK DOWN	TRADERS	
19:30	EVENT CLOSE	ALL	
20:0	EGRESS	PRODUCTION	
MONDAY 24th	AM	DE-RIG COMMENCES	CONTRACTOR
	10:00	INFORM CAMPERS TO START PACKING DOWN	PRODUCTION
	11:30	CAMPERS FINAL WARNING	PRODUCTION
	12:00	CAMPERS AND ALL NON CREW OFF SITE	PRODUCTION
	PM	BAR CLEAN AND STOCK TAKE	BAR
	PM	STAGE LIGHTING REMOVED	CONTRACTORS/TECH

	18:00 DE-RIG COMPLETE	ALL	
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