

APPENDIX J

PRODUCTION SCHEDULE			
SUNSET SOCIALS			
DATE	TIME	CONTENT	WHO
THURSDAY 10th	AM	WASTE BIN AND SKIP ARRIVE	CONTRACTOR
	AM	COLLECT MARQUEES FROM STORAGE	SITE/PRODUCTION
	AM	ERECT PRODUCTION MARQUEES	SITE/PRODUCTION
	PM	SET UP BOX OFFICE / PRODUCTION OFFICE	PRODUCTION
	PM	PLACE TRAFFIC/ DIRECTIONS SIGNAGE ACROSS SITE	SITE
	PM	PED BARRIER DROP	SITE
FRIDAY 11th	AM	COMPLETE ONE WAY BARRIER SYSTEMS	SITE
	AM	PIC NIC TABLE PLACEMENT	SAT
	AM	TOILETS ARRIVE	CONTRACTOR
	AM	PURCHASE DAN SHAKE RIDER	PRODUCTION
	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
	AM	DRINKS DELIVERY ARRIVES	CONTRACTOR
	PM	GRAFFITI ARTIST - BUILD FOR INSTALLATIONS	ARTIST
	PM	NEMI TODE ART INSTALLATION - BUILD	ARTIST
	PM	WOODVILLE PROJECT - BOUTIQUE CAMOING SET UP	WOODVILLE
	PM	MARK OUT SOCIAL BUBBLES AROUND PIC NIC TABLES	SITE/PRODUCTION
	PM	PRINT OUT ARTIST GUEST LIST	PRODUCTION
	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	SET OUT ARENA LIGHTING	TECH
	PM	SOUND AND TECH CHECKS	ALL
PM	SOUND BLEED CHECKS ACROSS SITE, VILLAGE AND GATES	PRODUCTION/TECH	
	AM	TOILET DEEP CLEAN	CONTRACTOR
	8:30	PRODUCTION COMMENCES WORK	ALL
	10:00 - 00:00	BAR MANAGER STARTS SHIFT (DAN)	BAR
	AM	STARLIGHT BOUTIQUE SET UP	TRADER/WORKSHOP
	AM	FOOD TRADERS X 2 TO ARRIVE	TRADERS

SATURDAY 12th	11:00 - 23:00	BAR STAFF 1 COMMENCES WORK (JAMES)	BAR
	11:30	SECURITY ARRIVE	SECURITY
	11:30	TEAM BRIEFING	SECURITY, PRODUCTION, BARS, TECH, SITE
	12:00	SECURITY IN POSITION AT BOX OFFICE / ARENA	SECURITY
	12:00	CAMPSITE OPENS	CAMPSITE
	12:00	ERIN & ANDREW START SHIFT	VOLUNTEER
	13:00	BOX OFFICE AND ARENA OPENS	BOX OFFICE
	13:00 - 17:00	WONKY DISCO	DJ
	13:45	SOUND BLEED CHECKS ACROSS SITE AND GATES	SECURITY
	13:00 - 18:00	STARLIGHT BOUTIQUE PAMPER PARLOUR	TRADER
	13:00 - 23:00	BAR OPENING HOURS	BAR
	14:00 - 18:00	NICOLA START SHIFT	VOLUNTEER
	15:00	ELT MEETING	SECURITY, PRODUCTION, SITE, TECH
	PM	TOILET DEEP CLEAN	CONTRACTOR
	15:00 - 23:00	BAR STAFF 2 STARTS SHIFT (OLLIE)	BAR
	16:00	ERIN & ANDREW END SHIFT	VOLUNTEER
	16:00	SAM / DAN / HARRIET START SHIFT	VOLUNTEER
	17:00	TOP UP SOCIAL BUBBLE MARKINGS IF REQUIRED	SITE
	17:00 - 19:00	DANIELLE MOORE (CRAZY P)	DJ
	17:00 - 00:00	BAR STAFF 3 STARTS SHIFT (HOLLIE)	BAR
	17:00	ELT MEETING	SECURITY, PRODUCTION, SITE, TECH
	17:45	SOUND BLEED CHECKS ACROSS SITE AND GATES	SECURITY
	18:00	NICOLA ENDS SHIFT	VOLUNTEER
	18:00	OVERNIGHT SECURITY ARRIVE ON SITE - BRIEFING	SECURITY/PRODUCTION
	PM	TOILET DEEP CLEAN	CONTRACTOR
	19:00 - 21:00	PBR STREETGANG	DJ
	19:30	SAM / DAN / HARRIET END SHIFT	VOLUNTEER
	20:00	TOP UP SOCIAL BUBBLE MARKINGS IF REQUIRED	SITE
	20:00	BOX OFFICE CLOSES - SECURITY REMAIN IN PLACE	VOLUNTEERS/SECURITY
	20:30	ELT MEETING	SECURITY, PRODUCTION, SITE, TECH
	21:00 - 23:00	DAN SHAKE	DJ
	21:30	SOUND BLEED CHECKS ACROSS SITE AND GATES	SECURITY
	23:00	EVENT AND BAR CLOSE	
23:00	BAR STAFF 1 AND 2 END SHIFT	BAR	
23:00	EGRESS	SECURITY/STEWARDS/PRODUCTION	
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
SUNDAY 13th	AM	TOILET DEEP CLEAN AND EMPTY	CONTRACTOR
	AM	PRODUCTION COMMENCE WORK	PRODUCTION
	AM	SECURITY END SHIFT	SECURITY
	10:00	INFORM CAMPERS TO START PACKING DOWN	PRODUCTION
	AM	PA SYSTEM AND DECKS REMOVED FROM SITE	CONTRACTORS/TECH
	11:30	CAMPERS FINAL WARNING	PRODUCTION
	11:00	SLOW DE-RIG COMMENCES	ALL
	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	FINISH FOR THE DAY	ALL
MONDAY 14th	10:00	DE-RIG AND SITE CLEAN UP	PRODUCTION/SITE/TECH
	AM	TOILETS REMOVED	CONTRACTOR
	PM	FRIDGE VAN COLLECTION	CONTRACTOR
	18:00	WORK COMPLETE	ALL
TUESDAY 15th	AM	WASTE BIN AND SKIP REMOVAL	CONTRACTOR
THURSDAY 17th	ALL DAY	FINAL CLEAR UP AND DEEP CLEAN OF SITE	SITE/ PRODUCTION