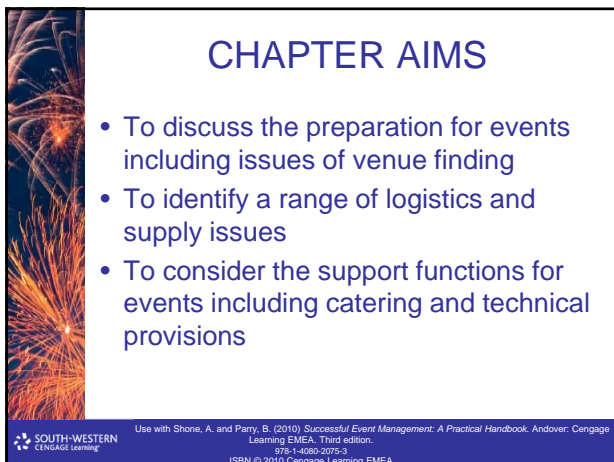


CHAPTER 7
EVENT LOGISTICS AND SUPPLIES

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CHAPTER AIMS

- To discuss the preparation for events including issues of venue finding
- To identify a range of logistics and supply issues
- To consider the support functions for events including catering and technical provisions

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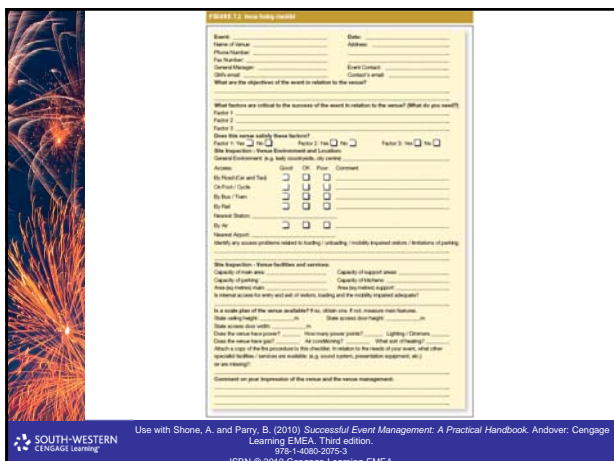


FIGURE 7.1 Venue finding checklist

Event: _____ Date: _____
 Name of Venue: _____ Address: _____
 Phone Number: _____
 Fax Number: _____
 General Manager: _____ Event Contact: _____
 Cell/mobile: _____ Contact's email: _____

What are the objectives of the event in relation to the venue?

What factors are critical to the success of the event in relation to the venue? (What do you need?)
 Factor 1: _____
 Factor 2: _____
 Factor 3: _____

Does the venue satisfy these factors?
 Factor 1: Yes No Factor 2: Yes No Factor 3: Yes No

Site Inspection: Venue Environment and Location
 General Environment (e.g. look, soundscape, etc.) _____
 Access: Good OK Poor Comment: _____
 By Road (Car and Taxi)
 On Foot (Cycle)
 By Bus / Train
 By Rail
 Nearest Station: _____
 By Air
 Nearest Airport: _____

Identify any access problems related to loading/unloading, mobility-impaired access, or delivery of parking.

Site Inspection: Venue facilities and services
 Capacity of site: _____ Capacity of support area: _____
 Capacity of parking: _____ Capacity of sitebars: _____
 Ability to control noise: _____ Area for mobile support: _____
 Is internal access for entry and exit of visitors, loading and the mobility-impaired adequate?

In a wider plan of the venue available? If so, what are the main reasons for this?
 Main reason(s): _____
 State whether this will: _____
 Does the venue have power? _____ Power(s) used point(s): _____ Lighting: _____
 Does the venue have gas? _____ Air conditioning? _____ What sort of heating? _____
 Which sort of the provisions in the checklist in relation to the needs of your event, and other available facilities (services are available (e.g. sound system, presentation equipment, etc.) are available)?

Comment on your impression of the venue and the venue management.

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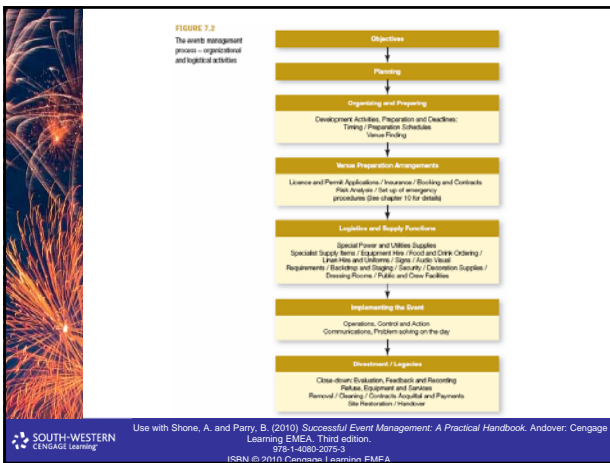


FIGURE 7.2 Example of a typical production schedule

Midborough Festival Production Schedule			
Preparatory Work Monday 27th August			
Start at	Production		Finish by
08.00	Co-ordinator's briefing at Park House, arrive on-site, coffee		08.30
08.30	New checks of Food Tent		09.00
08.30	Match and parking signs, street, signage and set sites		11.00
11.00	Book meetings with emergency services, council representatives and others		12.00
12.00	Launch on Park House terms, advised by Steve Bailey (at 11.00)		13.00
13.00	Co-ordinator to meet relevant agencies of health, police, fire and ambulance		17.00
17.00	Rehearsal to night events, rain and complete any outstanding set-ups		17.30
Set up and Rehearsals Tuesday 28th August			
Start at	Production		Finish by
08.00	Co-ordinator's briefing at Park House, coffee		08.30
08.30	Co-ordinator general rehearsal, check meeting terms, meet council reps		09.00
09.00	Launch on Park House terms, advised by Steve Bailey (at 11.00)		10.00
09.00	Organise children to go to quiet reading areas, security and crowd control		11.00
09.00	Check completion of set-up, arrival of supplies, check out-standing items		17.00
11.00	Rehearsal on site of event, music, rehearsal to Steve Bailey (at 10.00)		12.00
11.00	Scene rehearsal with 5 girls, backstage, set maps and answer any questions		16.00
13.00	Test all services, fire alarm and meeting by ambulance/fire/RAF		16.00
15.00	Midborough Festival Committee rehearsal		20.00
16.00	Rehearsal to night events		22.00
Production Event Wednesday 29th August			
Start at	Production		Finish by
08.00	Co-ordinator's briefing at Park House, coffee		08.30
08.30	Apply to all remaining problems, get information to that point, check signs		09.00
08.30	Check Festival website		09.00
09.00	Check Midborough event page, user feedback bridge		10.00
10.00	Midborough Mayor provide coffee to Edgemoor Tent		10.00
10.30	Go on stage to introduce Midborough to opening band and first setting		11.00
10.30	Festival opens, hand down light maps, handover festival signs		11.00
10.30	Handover and handover to evening team		11.00
10.30	Midborough concert by Midborough band		11.00
11.00	Practice by Midborough youth organisation		11.00
11.00	Rehearsal on-site and final programme checked in place in Evening Tent		16.00
11.00	Scene rehearsal with user meeting, contact		16.00
11.00	Music playing and crowd control		20.00
11.00	Midborough Mayor at Park House rehearsal supported by Evening Tent		21.00
21.00	Closing Tent closed after concert performances		21.15
22.00	Co-ordinator heads over to night events		02.00
Closedown Thursday 30th August			
Start at	Production		Finish by
08.00	Co-ordinator's briefing at Park House, coffee		08.30
08.30	Signagers arrive to remove offices, tents, stage equipment		15.00
09.00	Midborough band on Park House terrace, informally, Steve Bailey		13.00
13.00	Midborough Mayor provide coffee, discuss complete clearing		16.00
14.00	Rehearsal on site to set signages, set supplies and leave, site access begins		17.00

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Group Work

- In your groups design a production schedule for your event.
- Preparatory Work
- Set up and Rehearsals
- Event Production / Operation
- Closedown

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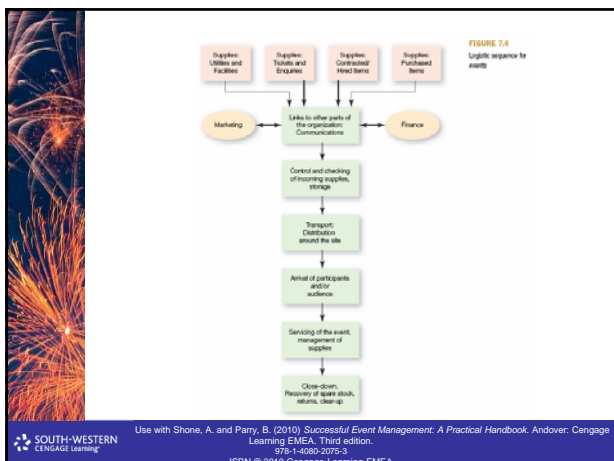
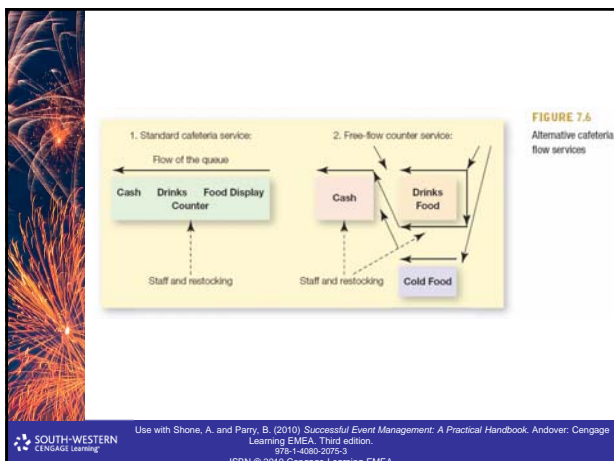


FIGURE 7.5 Example equipment inventory form

Item	Size/Type	No	Supplier	To go to	Received/Checked
Furniture					
Stacking Chairs Blue	Standard 2000	450	Fied Dragon	Park Arena	<input type="checkbox"/>
Stacking Chairs Blue	Standard 2000	50	Fied Dragon	Colony Tent	<input type="checkbox"/>
Office Chairs Blue	Operator	10	Fied Dragon	Park Office Portacabins	<input type="checkbox"/>
Round Tables	1 metre	5	Fied Dragon	Colony Tent	<input type="checkbox"/>
Square Tables	1 metre	5	Fied Dragon	Colony Tent	<input type="checkbox"/>
Trestle Tables	2 metre	2	Fied Dragon	Colony Tent	<input type="checkbox"/>
Trestle Tables	2 metre	2	Fied Dragon	Park Office Portacabins	<input type="checkbox"/>
Trestle Tables	2 metre	1	Fied Dragon	Park Entrance Gate Tent	<input type="checkbox"/>
Utilities					
Mobile Toilet Block	M/F Type 20	1	Thos Croppers	100 metres east of Colony Tent	<input type="checkbox"/>
Power	'3 phase'	2 lines	Mid Electric	Arena Stage	<input type="checkbox"/>
Power	8 socket supply	1 line	Mid Electric	Colony Tent	<input type="checkbox"/>
Mobile Chair Room	32 cubic metre	1	Couridge Hire	Back of Colony Tent	<input type="checkbox"/>
Tents and Shades					
Marquee White	Deluxe 50 Metre	1	Grand Tents	Colony Tent as marked	<input type="checkbox"/>
Tent White	Standard 5 Metre	1	Grand Tents	Park Entrance Tent as marked	<input type="checkbox"/>
Equipment					
Plates White	Dinner 25 cm	450	National Equip	Colony Tent	<input type="checkbox"/>
Plates White	Side 10 cm	450	National Equip	Colony Tent	<input type="checkbox"/>
Etc.					

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FIGURE 7.7
Examples of seated room layouts

Cabaret Style
Used for medium-sized conferences and meetings

Hollow Square Style
Used for dinners and meetings of groups fewer than 40

Classroom Style
Used for lectures and some formal meetings

Theatre Style
Used for lectures or large groups that do not require writing

Banquet Style
Used for dinners and small group discussions

U-Shape Style
Used for some kinds of semi-medium meetings

Boardroom Style
Used for small group work or management meetings and small private dinners

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FIGURE 7.7
Examples of seated room layouts

Theatre Style
Used for lectures or large groups that do not require writing

Banquet Style
Used for dinners and small group discussions

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FIGURE 7.7
Examples of seated room layouts

Cabaret Style
Used for medium-sized conferences and meetings

Hollow Square Style
Used for dinners and meetings of groups fewer than 40

Classroom
Used for lectures and some formal meetings

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FIGURE 7.7
Examples of seated room layouts

U-Shape Style
Used for some kinds of small-medium meetings

Boardroom Style
Used for small group work or management meetings and small private dinners

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FIGURE 7.8 Issues in determining menus and refreshments

- The number of visitors attending and expected to buy refreshments, and how many refreshment opportunities a visit to the event might represent.
- The number of staff or crew which have to be fed and at what times.
- Details about the visitor group themselves:
 - Who they are
 - Typical food interests and styles of eating
 - Age group
 - Male/female balance
 - Special dietary needs (e.g. vegetarians).
- Whether there is a budget for refreshments, or whether food is exclusive of the ticket price.
- The expertise and ability of the catering staff.
- The type of catering facilities, storage capacity and equipment available at the venue.
- Whether the food/drink is brought in from outside and how it is brought in.
- What utilities and mains services are available at the venue.

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FIGURE 7.9 Further considerations in food and drinks services

- Have licences for alcohol and food sales (e.g. from stalls) been applied for, and given?
- Is there sufficient space for food, drink and equipment storage, preparation and service?
- Are these areas easily accessible, do they have the necessary utilities and comply with hygiene regulations?
- What are the set-up, opening, closing, and departure times?
- What cleaning and clearing arrangements are there?
- Are there selection criteria for a mix of catering providers, and what arrangements are there for them to pay for their concession, pitch or stall area?

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FIGURE 7.10 Example communications contact list

Contact Listing
 Add contacts to the list as you make them (in alphabetical order):
 Telephones: M Mobile; W Work; H Home
 Date / Time of this list: 24/03/2010 14:05

Internal Contact Network

Name	Job	Base Location	Phone	Radio
Jo Example	Event Co-ordinator	Site Office	07720 123456 (M) 01234 234567 (H)	Yes
Marc Sample	Volunteer Leader	Catering Tent	None	Yes
Mike Specimen	Stage Technician	Stage	01334 654321 (W)	No
Etc:				

External Contacts and Suppliers

Name	Address	Phone	Fax	Email
Catering Equipment:				
National Equipment	Arboretum Hall 12 Castle Hill Maddeston Scotland SG1 3PQ	01786 123456	01796 123457	Jack@naccatering.com
Furniture:				
Red Dragon Hire	Ty Gwyn Fford Uchaf Aberdare Wales SA6 5PE	01792 123456	12792 12345	Rhys@reddragon.co.uk
Marquee Hire:				
Etc:				

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