

ITINERARY EXAMPLE

PRE-EVENT			
THURSDAY, APRIL 25	TIME	DEPT	NOTES
BEGIN SETUP AT VENUE	1:00 PM	JOHN DOE	PLACE ANY DETAILS HERE
EVENT DAY			
FRIDAY, APRIL 26	TIME	DEPT	NOTES
STAFF ARRIVE ON SITE	6:00 AM	ALL HANDS	STAFF ARRIVING TO COMPLETE SETUP AND PREP FOR EVENT
STAFF BRIEFING	6:15 AM	ALL HANDS	MANDATORY STAFF MEETING TO ASSIGN EVENT DAY TASKS AND SAFETY. RADIOS DISBURSED AT THIS TIME
VENDORS START LOAD IN	8:00 AM	ALL HANDS	GROUP 1 VENDORS LOADING IN AT 8 AM, EACH GROUP HAS 30 MIN TO VACATE LOADING ZONE.
EVENT BEGINS	11:00 AM	ALL HANDS	PLACE ANY DETAILS HERE
EVENT ENDS	7:00 PM	ALL HANDS	PLACE ANY DETAILS HERE
BEGIN DISMANTLE	7:00 PM	ALL HANDS	STAFF BEGIN DISMANTLE AND CLEANUP
VENDOR LOAD OUT	7:15 PM	ALL HANDS	GROUP 1 VENDORS LOADING OUT AT 4:30 PM, EACH GROUP HAS 30 MIN TO VACATE LOADING ZONE.
STAFF DEBRIEFING	8:45 PM	ALL HANDS	MANDATORY STAFF MEETING, COLLECT RADIOS
VACATE VENUE	9:00 PM	ALL HANDS	ALL EVENT ELEMENTS AND STAFF WILL BE OFF SITE BY 9 PM