SAMPLE DAY-OF PRODUCTION SCHEDULE

Saturday	**Task**	**Staff Contact**	**Lead Contact Phone #**	**Building Location**
6:30 AM	Building Extension: Unlock early	Security	NAME / 312-xxx-xxxx	1104
6:30 AM	Production Staff report time	Production Staff	NAME / 312-xxx-xxxx	1104
6:45 AM	Catering staff report time	Catering Company	NAME / 312-xxx-xxxx	1104
7:00 AM	Tables and chairs set-up	Facilities and Operations	NAME / 312-xxx-xxxx	1104
7:00 AM	Composting and Recycling set-up	Sustainability	NAME / 312-xxx-xxxx	1104
7:15 AM	Event decorations complete	Production Assistant	NAME / 312-xxx-xxxx	1104
7:30 AM	AV/Tech in place for musicians, projector ready and microphone set-up for speaker on stage	Department of Exhibition and Performance Spaces	NAME / 312-xxx-xxxx	1104
7:30 AM	Set-up building flags and signage in lobby	Production Assistant	NAME / 312-xxx-xxxx	1104
7:30 AM	Move bags and check-in supplies to 1104	Production Assistant	NAME / 312-xxx-xxxx	623/1104
7:30 AM	Event fully staffed	All staff on duty	NAME / 312-xxx-xxxx	1104
7:30 AM	Musicians arrive for set-up	Musicians	NAME / 312-xxx-xxxx	1104
7:45 AM	Photographer arrives	Photographer Name	NAME / 312-xxx-xxxx	1104
7:45 AM	Musicians begin	Musicians	NAME / 312-xxx-xxxx	1104
7:45-9:30am	Guest Check-In station	Production Assistant	NAME / 312-xxx-xxxx	1104 lobby
7:45 AM	Musicians begin	Musicians	NAME / 312-xxx-xxxx	1104
8:00 AM	Event begins			
8:20-8:30am	Guest speaker greetings	Guest Speaker	NAME / 312-xxx-xxxx	1104
8:20-8:30am	Musicians on break	Musicians	NAME / 312-xxx-xxxx	1104
9:00 AM	Event ends			1104
9:00 AM	Take down decorations, flags and signage	Production Assistant	NAME / 312-xxx-xxxx	1104
9:00 AM	Catering take-down	Catering Company	NAME / 312-xxx-xxxx	1104
after 9:30am	Catering Clean-up	Facilities and Operations	NAME / 312-xxx-xxxx	1104
after 9:30am	Recycling and Composting clean-up	Sustainability	NAME / 312-xxx-xxxx	1104
after 9:30am	Take down tables and chairs	Facilities and Operations	NAME / 312-xxx-xxxx	1104
after 9:30am	Return event supplues to 623	Production Assistant	NAME / 312-xxx-xxxx	1104/623