**In Venue Checklist: Show days.**

The purpose of this check-list is to ensure all key elements are in place prior to starting our service delivery and to ensure we are ready for the next day.

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| **Timing** | **Area** | **Tasks** | ***✓/🗶*** |
| **ON ARRIVAL**  **1.30pm** | General Office | 1. Review notes from previous day:  * Feedback from volunteers and any volunteer changes. * List of any changes for the next day. * Check in with control * Check schedules have not altered. . * Go to Daily meeting (if requested) * Check in with Logistics and get radios if required. * Collect radios and earpieces (core team) * Pick up Comms pack (1st and 2nd) * Check emails/ texts for non arrival or changes from GC /Hull * Check weather report. |  |
| **-2.0**  **(2pm)** | production office. | 1. Collect Show Comms (if required) 2. Pick up and check into venues (dependent on venue is whether this needs to be done QVS/Deep imperative this is done prior to 3pm) 3. Log all staff arrival time |  |
| Leader | 1. Team / venue leader prep:  * Check vollie and break time * Check processional sheets are ready for the day * Check welfare room is clean and ready for usage * Vollies briefing in welfare centre |  |
| **-1:00**  **(3pm)** | workforceOffice | 1. Check workforce in 2. Run through schedules with team 3. Brief vollies and team in venue 4. Meet with Production manager 5. Volunteers dinner session. |  |
| **-1:00**  **(3pm)** | Office | 1. Distribute radios, etc to relevant parties. |  |
| rooms | 1. Check if all room are prepped and clean for next sitting of crew. |  |
| workforce | 1. Brief the ELT. 2. Brief the team on who is responsible for each ceremony on athlete briefing. |  |
| office | 1. Check there is a dial tone on all phones. |  |
| producer | 1. Check in with GC main team |  |
| **0:30** | workforce | 1. Commence workforce place in venue and in position |  |
| **15 mins to go** | Protocol | 1. Count down in all venues and locked in. |  |
| **4pm** | ALL | 1. Start show as per running sheet |  |
| **During and Post.** | ELT | Meet each hour on the 15 past hour unless an emergency occurs. |  |
| Office 5pm | * Full production meeting * Minute with all incidents reported from the night before (comms in this meeting too) |  |
| **+0:30** | Venue Team Brief | * Team debrief in the Welfare room * Crew food (from 8pm to 10pm)- Not volunteers * Unison building locked up and cleaned for the next day. * End of day production meeting – in Danish one. (10pm) |  |
| **24/7** | At home | 1. ELT on call in case of incident. Phones charged at all times. |  |