**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.
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| **-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
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| 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
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| **-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.
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| **-1:00****(3pm)**  | Office | 1. Distribute radios, etc to relevant parties.
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| rooms | 1. Check if all room are prepped and clean for next sitting of crew.
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| workforce | 1. Brief the ELT.
2. Brief the team on who is responsible for each ceremony on athlete briefing.
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| office | 1. Check there is a dial tone on all phones.
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| producer | 1. Check in with GC main team
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| **0:30** | workforce | 1. Commence workforce place in venue and in position
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| **15 mins to go** | Protocol  | 1. Count down in all venues and locked in.
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| **4pm** | ALL | 1. Start show as per running sheet
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| **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)
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| **+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)
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| **24/7** | At home | 1. ELT on call in case of incident. Phones charged at all times.
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