

Appendix C – Production Schedule Checklist

DOES YOUR PRODUCTION SCHEDULE INCLUDE WHEN:	YES	NOT APPLICABLE
Suppliers are delivering, setting up and removing site items such as, but not limited to: <ul style="list-style-type: none"> • Tents • Stages • Fencing • Lighting • Toilets • Scaffolding • Fuels 	<input type="checkbox"/>	<input type="checkbox"/>
Utility and irrigation locates are being completed	<input type="checkbox"/>	<input type="checkbox"/>
Spikes/stakes are being driven into the ground	<input type="checkbox"/>	<input type="checkbox"/>
Portable toilets are being serviced	<input type="checkbox"/>	<input type="checkbox"/>
Electrical hook-up is required	<input type="checkbox"/>	<input type="checkbox"/>
Suppliers are bringing event support services onto the site such as, but not limited to: <ul style="list-style-type: none"> • First aid • Food/beverage deliveries • Ice deliveries 	<input type="checkbox"/>	<input type="checkbox"/>
Vendor set-up and teardown	<input type="checkbox"/>	<input type="checkbox"/>
Banners and signage are being hung	<input type="checkbox"/>	<input type="checkbox"/>
Placement of stationary vehicles is required on-site for event	<input type="checkbox"/>	<input type="checkbox"/>
Road closures come into effect	<input type="checkbox"/>	<input type="checkbox"/>
Vehicles no longer have access to the site	<input type="checkbox"/>	<input type="checkbox"/>
Shuttle vehicles are active	<input type="checkbox"/>	<input type="checkbox"/>
Vehicles are allowed back on-site	<input type="checkbox"/>	<input type="checkbox"/>
Pre-event inspections are scheduled with appropriate representatives, such as: <ul style="list-style-type: none"> • Calgary Fire Department • Alberta Health Services • City of Calgary, Building Services 	<input type="checkbox"/>	<input type="checkbox"/>
Food service providers are setting up and taking down	<input type="checkbox"/>	<input type="checkbox"/>
Site closes to free public access (if admission is being charged)	<input type="checkbox"/>	<input type="checkbox"/>
Event start and finish times	<input type="checkbox"/>	<input type="checkbox"/>
Final clean-up and garbage, recycling and food/organics removal	<input type="checkbox"/>	<input type="checkbox"/>
Does your production schedule include the names and contact numbers of all the providers for the services?	<input type="checkbox"/>	<input type="checkbox"/>
Does your production schedule include the name and contact number of the on-site event coordinator?	<input type="checkbox"/>	<input type="checkbox"/>