

Hypothetical Event Example
Event - Friday 23rd March

Date	Time	Activity	Responsible
1 week prior	Friday	Venue fencing put up	Fencing.Ltd
	Friday	Sanitation facilities delivered	Eagle Sanitation
	Friday	Marquee installation	Market Banner
Sunday 18/03	07:00	Site office Admin start	Office team
	08:00	Site open for build	Office Team
	09:00	Power distribution deployment starts	Powerage center
		Scaffolding team onsite	HGL Builders
		Bar team onsite	Bars
	14:00	Vans to be delivered	Vans 24
	15:00	First Skip Delivery to site	Dispos
	PM	Traffic management arrives on site	Outside vehicle Hire
18:00	Site Build Close Down	Office Team	
Monday 19/03	07:00	Site office Admin start	Office team
	08:00	Site open for build	Office Team
	09:00	Safety officers begin work	Safety officer
	AM	Fire Brigade to deliver all extinguishers	Fire Brigade
	AM	Generators delivered	Gen Energy
	AM	Commentary box, AV office, main bar store, bar staff check in and car park office	Office Team
	PM	Forklifts delivered	Forks and spoons
	18:00	Site build closes down	Office Team
Tuesday 20/03	07:00	Site office Admin start	Office team
	08:00	Site open for build	Office Team
	18:00	Site build closes down	Office Team
Wednesday 21/03	07:00	Site office Admin start	Office team
	08:00	Site open for build	Office Team

Date	Time	Activity	Responsible
	11:00	Start setting up medical services	Medical 8 services
	13:00	Red Diesel Delivered on site	Gen Energy
	14:00	Waste team to arrive on site	Wastage Sol
		Beverage company to deliver	Beer Buoy
	16:00	Folding Tables Arrive	Innovative Wares
	19:00	Branding of netball courts and main rugby pitch	Office Team
	20:00	Site build close down	Office Team
Thursday 22/03	07:00	Site office Admin start	Office team
	08:00	Site open for build	Office Team
	09:30	Radios delivered	Beep.Ltd
	10:00	Sponsors on site	Office team
	10:15	ATMs delivered and installed onsite	Cashy Hands
	10:30	CC delivery on site - Staff refreshment	Cash and Carry
	11:00	Begin installing audio systems onsite	Audio Files
	12:00	Install signage	Office Team
	13:00	Repeat cleaning	Celene Clean
	14:00	Final Safety visit	Office team
	18:00	Site Safety briefing in onsite HQ	
	23:00	Front gate closes	Office Team
Friday 23/03	06:00	Site Office Admin Start	Office Team
	06:30	Security Start	Event Security Ltd
	7:00	Safety officers start	Safety officer
	7:30	Bar staff Arrive	Bars
		Stewards arrive	Office Team
		Fire brigade arrive	Fire Brigade
		Ambulance on site	St.Johns ambulance

Date	Time	Activity	Responsible
	08:00	Vendors arrive	Office Team
	08:30	Final Site Check	Safety officer
	09:00	Gates open to public	Office Team
	09:45	Main stage sound check	Tech team
	10:00	Act 1 start	Artist
	12:00	Steward lunch rotation starts	Office Team
	19:00	Event finish, public to leave	Stewards
	20:00	Gates close	Office Team
	20:00	Vendors pack up and leave by 22:00	Office Team
	20:00	Stewards Dismissed	Office Team
Saturday 24/03	09:00	Site office Admin start	Office team
		Site open for clean up	Office Team
	9:30	Skip Delivery to site	Dispos
	16:00	Site closed	Office Team