



# EVENT PRODUCTION PLAN

**EVENT:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Venue:** \_\_\_\_\_ **Show:** \_\_\_\_\_ pm

**Address:** \_\_\_\_\_ **Call:** \_\_\_\_\_ pm

\_\_\_\_\_ **Tech:** \_\_\_\_\_ pm

**Contact:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**SONG(s):** \_\_\_\_\_ **Stage Dim:** \_\_\_\_\_

**EQUIPMENT:** \_\_\_\_\_ **Event Registration/Contract:** [  ]

**PERFORMERS: (SETUP / CLEAN-UP)** \_\_\_\_\_ **Event Map / Directions:** [  ]

\_\_\_\_\_ **SHOW CD's / (2 copies):** [  ]

\_\_\_\_\_ **Music Source / DJ:** [  ]

\_\_\_\_\_ **FO Business Cards:** [  ]

**AUDIO:** \_\_\_\_\_

**PHOTO / VIDEO:** \_\_\_\_\_

**PUBLICITY:** \_\_\_\_\_

**FUND RAISING:** \_\_\_\_\_

**FO BANNER: (us/oh/gp)** \_\_\_\_\_

**EVENT SUPPORT:** \_\_\_\_\_

**SAFETY/SUPPLIES:** \_\_\_\_\_

- |   |   |  |  |
|---|---|--|--|
| <input type="checkbox"/> AA Batteries (8) | <input type="checkbox"/> White Duct Tape  | <input type="checkbox"/> Trash Bags    | <input type="checkbox"/> <b>First AID Kit</b>      |
| <input type="checkbox"/> D Batteries ?    | <input type="checkbox"/> White Nylon Tape | <input type="checkbox"/> Scissors      | <input type="checkbox"/> <b>Member HHQ's</b>       |
| <input type="checkbox"/> Sunscreen        | <input type="checkbox"/> Black Duct Tape  | <input type="checkbox"/> Screw Drivers | <input type="checkbox"/> <b>Member Roster</b>      |
| <input type="checkbox"/> Bug Spray        | <input type="checkbox"/> Black Nylon Tape | <input type="checkbox"/> Weights       | <input type="checkbox"/> <b>Emergency Contacts</b> |
| <input type="checkbox"/> Bungee Cords     | <input type="checkbox"/> Strap Tape       | <input type="checkbox"/> Washers       | <input type="checkbox"/> <b>Fire Extinguisher</b>  |
| <input type="checkbox"/> Cable Straps     | <input type="checkbox"/> Color Tape       | <input type="checkbox"/> Crutch Tips   | <input type="checkbox"/> Street Chalk              |
| <input type="checkbox"/> Safety Pins      | <input type="checkbox"/> Clear Tape       | <input type="checkbox"/> Deodorant     | <input type="checkbox"/> Markers / Pens            |

**FLOAT:** Owner: \_\_\_\_\_ Vehicle **Registration Card:** [  ]

Yr: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Proof of **Vehicle Insurance:** [  ]

Driver: \_\_\_\_\_ Proof of **Driver Insurance:** [  ]



# EVENT PRODUCTION PLAN

(Accountability)

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**EQUIPMENT:** Prepares Performance Equipment at least 2 weeks prior for all Performances. Repairs damaged equipment or ripped flags. Ensures all performance equipment is transported to and from all Performance Events. Ensures ample rehearsal equipment onsite for all rehearsals.

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**SETUP/CLEANUP:** (*PERFORMERS!*) Solicits donations of bottled water for Season Events. Ensures ample Drinking Water is onsite for all rehearsals & performances. Prepares coolers or jugs, ice, cups, cold rags and sees that trash bags are easily accessible during rehearsals and performance events for empty water bottles and cups. Properly discards trash and washes and stores coolers or jugs. Verifies rehearsal, performance, and equipment storage areas are clear of cigarette butts, trash or other items resulting from or belonging to Flaggots Ohio.

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**AUDIO:** Prepares needed CD's or Media needed for Performance Events. Verifies DJ is present and Sound System is onsite and functioning properly prior for all FO Rehearsals, Warm-ups and Performances.

- **Mixer:** Kustom K KPM 8400 - 8ch, Dual Powered w/equalizer (1) (*and applicable power / patch cords*)
- **Speakers:** Yamaha, 300 watt (2)
- **Music Source:** Shockproof Portable CD Player or iPod, AA Battery & A/C adapter
- **Boom Box / Backup MS:** **Cambridge SoundWorks "SoundWorks" Porta-Pack**
- **Generator:** Craftsman 3500 watt, 7.0 hp, gas powered (*See Deb Freitag for availability*)

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**VIDEO/PHOTO:** Coordinates the video taping and photography of all FO Performance Events, including acquiring needed equipment, supplies and crew to operate such equipment. Ensures all collected data gets transferred to FO.org or to appropriate parties.

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**PUBLICITY:** Prepares, transports and delivers Marketing items for Flaggots Ohio Performance Events including Written Introductions for Event Coordinator or MC, FO Handbills & Business Cards, Banner & appropriate attachments, cable straps and related supplies.

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**FUNDRAISING:** Prepares, transports and initiates Fundraising opportunities at Flaggots Ohio Performance Events including Sponsorship Brochures & Business Cards, Merchandise, Donations Can, or Gift Donations.

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**EVENT SUPPORT:** Keep spectators at a safe distance from the performance area during Performance Events. Reports unsafe situations to Director and/or Event Contact. Distributes Handbills and FO Business Cards at Performance Events (*when available*).

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**SAFETY/SUPPLIES:** Ensures '**Guard Box**' & **First AID Kit** is fully stocked, on site and easily accessible during ALL FO Rehearsals and Performance Events, including **Member Emergency Contact List & Roster**, sealed **Health History Questionnaires**, and these basic supplies:

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**FLOAT (Parade):** Washes, prepares or decorates the acquired Truck, Vehicle or Float for Parade or Performance Event. Loads Performance & Video Equipment, Sound System, Guard Box, Water (& supplies), Banner and related supplies for Performance Events.

**Closure:** Ensures all noted items are returned to their place of storage. Ensures noted truck, vehicle or float is cleaned properly and returned to its owner.

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