

Instructions for providing multi-day event info

Day 1 - day and date

Planned activities:

- List every single activity/structure/vendor parking that you can think of - be as detailed as possible, we will help you figure out location if necessary
- Include times/durations of activities or performances
- Include parking needs or details

Times:

- Estimated first truck in for load-in and set up
- Estimated time for first guest arrival (including parking)
- Estimated time for last guest departure, or if overnight, please specify
- Estimated last truck out after load-out/strike

Day 2 - day and date

Same format as above

Day 3 - day and date

Same format as above

Other dates

List any other date and times/durations you'll need for load-in/prep and breakdown/strike days as we will need to assign monitors for these dates also.

If guest numbers vary from day to day, please make a note of that too. Otherwise we will charge the highest guest count for every event day.