

Client: Happend Agency
Event: Qatar Airways Activation
Set up: date/s: 14th September 2024
Rehearsal date/s: N/A
Event date/s: 15th September 2024, from 11h00
Strike date/s: 15th September 2024, from 16h00
Event venue/s: The Square, Melrose Arch

Happened Qatar FI Viewing Melrose Arch Square – Technical

Production Schedule

<u>Date</u>	<u>Time</u>	<u>Action</u>
Saturday 14 September 2024	06h30	Bidvest Prestige - Sweeping of the Square Melrose Arch DM -Ensure high street bollards are removed to facilitate load in
	06h45	Crew call time on site
	06h45 – 07h00	Toolbox talk
	07h00	Offload and start building structures from Lower High Street
	07h00 – 12h00	Building of: <ul style="list-style-type: none"> - Layher seating stand - Layher LED deck - Layher Stage - Goal Post Truss - Fencing - Décor - Stretch Tent
	07h00 – 12h00	Supplier Set up: <ul style="list-style-type: none"> - PA and audio - LED - Lighting
	12h00 – 15h00	NO NOISY OR DISRUPTIVE WORK PERMITTED DUE TO LUNCHTIME TRADE
	15h00 – 18h00	Complete set up of: <ul style="list-style-type: none"> - FOH - PA and audio - LED - Lighting - Test audio from venue system - Decor
	15h00	Structural sign off Electrical COC
	18h00 – 20h30	NO NOISY OR DISRUPTIVE WORK PERMITTED DUE TO DINNER TRADE

	20h30 – 23h00	Complete all set up
	23h00	End of day

Sunday 15 September 2024	07h00	Prestige- Sweeping across the event area
	09h00	Crew call time on site
	09h00 – 10h00	Switch on
	10h00 – 11h00	Final tech checks
	11h00 – 13h00	BGM Content on SS LED screens
	12h00-18h00	Prestige- Ensure V section bathrooms are Clean and monitored throughout the afternoon
	13h30-16h00	Venue Tech -Switch from Advertising to FI
	13h00 – 16h00	FI broadcast
	16h00 – 18h00	Strike ALL tech and load out
	18h00 – 20h30	NO NOISY OR DISRUPTIVE WORK PERMITTED DUE TO DINNER TRADE
	20h30 – 23h00	Complete tech & décor load out Strike all structures and load out
	23h00	MUST be complete
	23h00	End of day

Please note:

- The attached is a basic schedule and is subject to change
- Times shown above are estimates and are subject to change (crew could finish earlier or later than specified in the above)
- The above is a basic timeline only