



EXAMPLE OF A REQUIRED LOAD-IN SCHEDULE

- A load-in schedule is required for every event at Waterfront Park.
- The following is a brief example of a load-in schedule (or critical path) at Waterfront Park, please follow the example and create a load-in schedule including all of the infrastructure/support services involved with your event. It is normal for a load-in schedule to require two or more pages.
- Waterfront Development Corporation (WDC) requires that you provide a map that corresponds to the load-in schedule. Please indicate vehicle access on your map.
- A designated event planner is required to supervise at all times during the load-in and load-out of the event. WDC requires the supervising event planner's mobile phone number during the load-in & load-out.
- Support vehicles/ event staff vehicles should never park within the park during an event unless Waterfront Development Corporation has approved each of those vehicles. Towing is enforced.

THURSDAY "example date here"

- 2:30 pm **EVENT PLANNER** - arrive (phone #423-1243)
- 2:30 pm **TENT COMPANY** - arrives to set up tent / deliver tables or chairs: (PLACEMENT HAS BEEN ARRANGED WITH WATERFRONT PRIOR TO SET UP)
- 3:00 pm **EVENT PLANNER** - pick up disposable trash-cans (15) from WDC.
- 3:00 pm **WATERFRONT** - Sprinkler heads flagged, and event planner will pick up disposable
- 3:30 pm **FOOD VENDORS/CONCESSION COMPANY** - place concession trailers (phone #423-1243)

FRIDAY "example date here"

- 7:00 am **EVENT PLANNER** - arrive at Waterfront Park (phone #4#3-1243)
- 7:00 am **SOUND & LIGHT COMPANY** - Production load-in (phone #4#3-1243)
- 8:00 am **RENTAL COMPANY** - deliver tables, chairs and tents
- 8:00 am **EVENT PLANNER** - supervise table, chair, and tent delivery
- 9:00 am **PORT - O -LET COMPANY** - Portolets delivered
- 9:00 am **EVENT PLANNER** - supervises port - o - let placement
- 10:00 am **DUMPSTER** - Dumpster delivered - event planner supervises placement
- 4:00 pm **SECURITY ARRIVES -**
- 4:00 pm **MEDIA** - arrives to Waterfront Park, event planner supervises the placement/ stationing
- 5:00 pm **EVENT MAINTENANCE CREW** - arrive to place garbage cans (arrive with ample supply of 55 - gallon trash bags.
- 5:30 pm **ALL VEHICLES OUT OF EVENT AREA**

PLACE EVENT ACTIVITY SCHEDULE HERE

- 11:30 pm **EVENT MAINTENANCE CREW** - Clean-up / Load out begin
- 11:30 pm **SECURITY** - Police officers leave

*NOTE: all infrastructure related to your event must be removed immediately following the event - unless other arrangements have been made with Waterfront Development Corporation. This is strictly enforced.