

EXAMPLE OF A LOAD-IN /LOAD-OUT SCHEDULE

- A load-in/load-out schedule is required for every event at Waterfront Park.
- The following is a brief example of a load-in/load-out schedule at Waterfront Park & Belvedere. Please follow the example and create a load-in/load-out schedule including all of the infrastructures and/or support services involved with your event. It is normal for a load in schedule to require 2 or more pages.
- Waterfront Development Corporation 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 load-in/load-out of the event.
- Waterfront Development Corporation requires the supervising event planners cell phone number during the load-in/load-out procedure.
- Support vehicles and 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.

LOAD-IN FRIDAY “example date here”

2:30 pm EVENT PLANNER- arrives to supervise load-in (name/cell phone number)

2:30 pm TENT COMPANY (name/phone number) – arrives to set up tent/deliver tables or chairs (PLACEMENT HAS BEEN ARRANGED WITH WATERFRONT PRIOR TO SET UP).

3:30 pm PORTOLET COMPANY (name/phone number) - arrives to set up portable restrooms in desired area.

4:00pm FOOD VENDORS/CONCESSION COMPANY (name/phone number) - place concessions trailers

5:00pm LOAD IN COMPLETE

DAY OF EVENT SATURDAY “example date here”

7:00 am EVENT PLANNER (name/ cell phone number) – arrives at Waterfront Park to oversee all activities for the event.

7:00 am SOUND & LIGHT COMPANY- (name/phone number) - Production load-in

8:00 am RENTAL COMPANY- (name/ phone number) - delivers tables and chairs

3:30pm EVENT STAFF ARRIVES- begin checking in

4:00 pm SECURITY ARRIVES- event coordinator meets with head of security

5:00 pm EVENT BEGINS

“PLACE EVENT ACTIVITY SCHEDULE HERE”

10:00 pm EVENT ENDS- event coordinator, event staff, & vendors begin to clean up

LOAD- OUT SUNDAY “example date here”

9:00 am EVENT PLANNER- arrives to supervise load-out (name/cell phone number)

9:30 am TENT COMPANY – arrives to pick up tent, chairs, and tables

10:00 am PORT-O-LETS- arrives to pick up toilets

10:00 am SOUND & LIGHTING COMPANY – arrives to pick up stage equipment

12:00 pm EVENT PLANNER – makes sure the surrounding areas are suitable to get receive your refund