

LOGISTICS & Guidance FOR PRODUCTION CODS

GET IN's / GET OUT's

Van/Truck Hire:

- I use Britannia Lanes in Exeter – convenience and price
- Usually get a good rate as have built up a rapport with Robert Parr who manages that side of the business – ring direct rather than via the website
- Always take the additional insurance waiver (confirmed by committee)

Ask department heads to say what they need. Don't accept small/loose items or anything easily damages (mirrors) push responsibility back on production team to organise moving these.

Past get in lists will give an idea of order.

- Construction lead will know what they need and in what order.
- For Easter curtain boxes come on first load.
- Jo will loan scaffold tower. Normally pick up/return at OTH.
- Every dept head thinks their items are the most important, but big construction comes first
 - Stage - decks & Riser poles
 - Flooring
 - Seating & handrails
 - Ladder & Tools
 - Everything else after these items

Remember your organisation creates the smooth delivery of kit from store to venue.

There is probably more, I'll edit as I think of it.