

## **Concert Operations Plan Outline** **DRAFT**

1. Licensing & Permissions
  - a. Venue Overview & Objectives
  - b. Definitions
  - c. Roles & Responsibilities
  - d. Insurance
  - e. Licensing
  - f. AHJ Approvals
  - g. Permits
2. Venue Design & Configuration
  - a. Access
  - b. Security
  - c. Power & Distribution
  - d. Lighting
  - e. Seating & Viewing Areas
  - f. Restrooms
  - g. Waste Management
  - h. Water
  - i. Catering
  - j. Signage
3. Venue Rules & Regulations
  - a. Sound Mitigation Deployment
  - b. Sound Check Protocol (Timing & Sound Level)
  - c. Event Sound Levels
    - i. Sound Board
    - ii. Property Perimeter
  - d. Traffic & Parking Management
  - e. Fines
4. Health & Safety
  - a. Risk Assessment
  - b. Access Overview (Ingress & Egress)
    - i. General Public, Artist / Promoter, Venue Staff
    - ii. Barriers & Fencing
    - iii. Security Check Points
    - iv. Circulation
  - c. Emergency Access
    - i. Emergency Vehicle Access Points
  - d. Emergency Evacuation
    - i. Evacuation Policy & Procedure
    - ii. Exit Routes
    - iii. Assembly Points
  - e. First Aid
  - f. Weather Conditions
  - g. Security Protocols
  - h. Crowd Management
5. Organization Charts & Communication
  - a. Key Points of Contact

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- i. Venue Manager
    - ii. Event Organizer
    - iii. Event Manager
    - iv. Health & Safety Officer
    - v. Stage Manager
    - vi. Press Coordinator
  - b. Team Directories
  - c. Communication Procedures
    - i. Radio Channels
- 6. Event Logistics & Schedule
  - a. Load In Procedures
    - i. Off Site Marshalling Location & Communication Protocol
    - ii. Idling Protocol
    - iii. Grade Level Logistics
    - iv. Loading Dock Logistics
    - v. Stage Installation
    - vi. Equipment Set Up
    - vii. Lighting Set Up
  - b. Event Day
    - i. Stage Installation
    - ii. Equipment Set Up
    - iii. Lighting Set Up
    - iv. Seating
    - v. Crowd Control & Ticketing
  - c. Load Out Procedures
    - i. Off Site Marshalling Location & Communication Protocol
    - ii. Idling Protocol
    - iii. Grade Level Logistics
    - iv. Loading Dock Logistics
    - v. Stage Dismantle
    - vi. Equipment Dismantle
    - vii. Lighting Set Dismantle
    - viii. Restoration
- 7. Traffic Management
  - a. Parking Areas
    - i. Preferred
    - ii. On Site
    - iii. Off Site Supplemental
  - b. Public Transportation
  - c. Ride Share
  - d. Road Closures
  - e. Signage