SEP 2023

6	7	8	9	10	11	12	13	14	15	16	17
Wed	Thur	Frid	Sat	Sun	Mon	Tues	Wed	Thur	Frid	Sat	Sun
AM PM	AM PM	AM PM	AM PM	AM PM	AM PM	AM PM	AM PM				

FESTIVAL RUNNING

TAKE DOWN STARTS

	T requires Telehandler	Earliest start	Target by end	Latest completion by end	(people) Min	(people) Max	DONE?
	PRE SET-UP						
1	Clear car park vegetation		W6				
2	Reorganise containers		M4				
3	Move pews to altar		W6	Th7			
4	Put up site Delivery banner		W6	Th7			
	ELECTRICAL						
5	Camel install Church electrics						
6	Camel install outside electrics						
7	Camel install outside lighting						
8	Electrical installation complete & signed off by Camel		Sa9	M11			
	SITE						
9	Put up perimeter fencing (Heras)		Th7	F8	1	4	
10	Build camping compound (Heras fencing)		Th7	F8	2	5	
11	Install water pipes		Th7	F8	1	3	
12	Commission staff shower		Th7	F8			
13	Commission toilets		F8	W13am			
14	Commission fridge trailer		M11				
15	Deploy Fire extinguishers		M11	Tu12	1	4	
16	Set out cask graveyard		M11	W13am			
17	Install banners		M11	W13am			
18	Signage installed		M11	W13am	2	6	
19	Build bike park		M11	W13am	2	4	
20	Put up garden marquee		M11	W13am			
21	Deploy outside seating		Tu12	W13am			
22	Food contractors on site		Tu12				
	WET INSTALLATION						
23	Mark out positions of stillage		Th7		2		
24	Lay floor protector		Th7		2	3	
25	Build stillage		Th7	F8am	6	10	
26	install floor standing cask racking under stillage		Th7	F8am	2	10	
27	Casks delivered & distributed		F8	Sa9	8	14	
28	Load Stillage casks		F8	Sa9	4	8	
29	Install Stillage casks Cooling		F8	Sa9	7	10	
30	Unload bars from container		F8	M11			
31	Keg beer delivered		F8	Tu12	2	4	
32	Install Bars		Sa9	Su10	4	10	
33	Position and set up keg equipment		Sa9	M11			
34	Install Walkover floors		Sa9	Tu12			
35	Load keg beer		Sa9	Tu12	2	4	
36	Install Handpumps		Su10	Tu12	2	6	
37	Check gas cylinders secure (Melissa)		Su10	Tu12	2	3	
38	Cider&Perry delivered (Rachael)		M11	Tu12			
39	Commission wine cooler cabinets		M11	W13am			
40	Wine & Mead delivered (Jordan)		M11	W13am			
41	Finalise keg bar set up		Tu12	W13am			
	ADMISSIONS/STAFFING						
42	Set up office (Hall)		Th7	F8			
43	Set up staff rest room (Church)		Sa9	Tu12			
44	Commission Glasses container		Sa9	Tu12	2		
45	Install Glasswasher (Hall)		M11	Tu12			
46	Pre wash tasting bottles		M11	Tu12			
47	Install glass drier (Hall)		M11	W13am			
48	Install Admissions desk (Hall)		Tu12	W13am	3	6	
49	Laptops ready (Nick)		Tu12	W13am			
50	e ticket scanners go (Steve S)		Tu12	W13am			
51	Clickers available (Church & Hall)		Tu12	W13am	2		
52	Install First Aid (Church)		Tu12	W13am			