

PRODUCTION SCHEDULE

Client: AllBright
Event: Step Forward, 8th March 2024

Warehouse: Unit 8 Park Farm, Kirtlington, Oxon OX533Q
Venue Address: 23 Chiswellwell Grn, London EC2R 8NA

Fergus Partridge 07531815198
Cian Garval 0772021316
Lawrence Chisholm 07822373105
Laura Eynon 07767628161

ROOMS
Ground Floor
First Floor
Second Floor
Site Wide

KEY
Catering / Food
Production
Set dressing
Deliveries/Transport
Suppliers
Venue info



Schedule								
TYPE	DATE: 07.03.24	START TIME	FINISH TIME	ACTIVITY	ROOM / AREA	CONTRACTOR / SUPP	RESPONSIBILITY	NOTES
Set dressing		22:00	22:30	Move ground floor furniture to clear space for brand activations	Ground Floor	Henck Crew	Gavin	
Suppliers		22:00		Marble Team on site	Marble	Fargal / Laura / Lawrence / Cian / Holly		
Suppliers		22:00		Crew on site	Crew	Marble Staff		
Suppliers		22:00		Macro Art on site	Macro Art	Laura		
Suppliers		22:00		Scenic Supplier on site	Enmet	Laura		
Suppliers		22:00		Benefit Production Team on site	Benefit	Laura / Fargal		
Deliveries/Transport		22:00		Marble Crew delivery	Ground Floor	Marble	Lawrence	Marble Crew to bring Rhais set pieces TBC: Caudale about
Deliveries/Transport		22:00	22:30	Macro Art LOAD IN	Ground Floor	Macro Art	Laura	Loading through front door
Deliveries/Transport		22:00	22:30	Scenic supplier LOAD IN	Ground Floor	Enmet	Laura	Loading through front door
Deliveries/Transport		22:00	22:30	Rhais Stock to be delivered	First Floor	Marble	Lawrence	Crew to unload and leave in Rhais room
Deliveries/Transport		22:00	23:00	Benefit production team LOAD IN	First Floor	Benefit	Laura / Fargal	To load in through breakfast entrance door using stairs
Deliveries/Transport		22:00	00:00	Pandora Courier Delivery	First Floor	Pandora, Courier	Laura	Track cart and goods delivery from Pandora office.
Production		22:30	01:00	Set up Partner Brand backdrops: Rhais, Pandora, Trust	First Floor	Marble	Laura	
Production		22:30	23:30	Set up Caudale backdrop	Ground Floor	Enmet	Laura	
Set dressing		22:30	23:30	Put each partner brand's chosen venue furniture in locations	Site Wide	Venue Crew	Gavin	
Production		23:00	01:00	Benefit production team to setup Benefit room	First Floor	Benefit	Laura / Fargal	
Production		23:30	01:00	Set up Sunset stage backdrops: Step Forward Stage	First Floor	Enmet	Laura	
Venue info		01:00		STRICT FINISH TIME TO AVOID EXCESS VENUE CHARGES	Site Wide	ALL STAFF		
END of Day Checklist								

Schedule								
TYPE	DATE: 08.03.24	START TIME	FINISH TIME	ACTIVITY	ROOM / AREA	CONTRACTOR / SUPP	RESPONSIBILITY	NOTES
Suppliers		07:00		Macro Art on site: Laura / Lawrence / Cian / Fargal / Holly	Marble			
Suppliers		07:00		AllBright team on site			AllBright	
Suppliers		07:00		Crew on site	Crew	Marble Staff		
Suppliers		07:00		Macro Art on site	Macro Art	Laura		
Suppliers		07:00		AV / Tech on site	Tech Supplier	Lawrence		
Deliveries/Transport		07:00	07:30	Tech UNLOAD	First Floor	Tech Supplier	Lawrence	
Deliveries/Transport		07:00	08:00	Brand Partner deliveries	Ground Floor	Laura / Lawrence		Caudale: Florals, wine for catering, giveaway stock?
Deliveries/Transport		07:00	08:00	Furniture Delivery: Classroom rails, hangers, Caudale tables, Ghost chairs	Ground Floor	Furniture Supplier	Laura / Holly	Crew to unload
Catering/Food		07:00	07:30	Wine tasting glassware delivered to Caudale area	Ground Floor	Jesson & Co	FIH / Laura	
Catering/Food		07:00	08:00	Traist Breakfast set up	Ground Floor	Jesson & Co	FIH / AllBright	
Set dressing		07:00	08:00	Put Traist's AllBright breakfast welcome sign in position - on East	Ground Floor	Macro Art	Laura	
Set dressing		07:00	09:00	Install general signage: Hanging banners, welcome sign & event floor lay	Site Wide	Macro Art	Laura / Fargal	
Set dressing		07:00	09:00	Install roller banners, handrail flags and handrail backdrop	Crew	Laura / Lawrence		Handrail Stock backdrop on second floor & banner in Green Room
Set dressing		07:00	09:00	Install wayfinding signage	Site Wide	AllBright	Gavin	All signage provided by AllBright, display pods provided by venue
Suppliers		07:30	09:30	Noonah (Caudale mosaic wall supplier) on site	Ground Floor	Noonah	Laura	
Production		07:30	08:00	Noonah to unload and install	Ground Floor	Noonah	Laura	
Production		07:30	09:30	Tech set up: Step Forward Stage, Ambition Stage, Bar set up	First Floor	Tech Supplier	Lawrence	Noonah have been warned about the breakfast rest door and will keep noise to an absolute minimum
Production		07:30	08:00	Crew to unload Partner Brand deliveries to relevant Partner areas	Site Wide	Crew	Laura / Lawrence	
Set dressing		08:00		Place high top tables in Caudale area	Ground Floor	Crew	Laura / Holly	
Suppliers		08:00		Partner Brands arrive on site	Ground Floor	Crew	Laura / Fargal	
Deliveries/Transport		08:00		Traist exercise bike delivery	Ground Floor	Noord	Lawrence	
Set dressing		08:00	10:45	Partner Brands to dress their space	Site Wide	Laura / Fargal		
Set dressing		08:00	10:45	Crew to assist Partner Brands where required	Site Wide	Crew	Laura / Fargal	
Live Event		09:00	11:00	TRISTOT BREAKFAST: Access through secondary door	Ground Floor	Traist / AllBright		GROUND FLOOR PRODUCTION NOISE TO A MINIMUM FROM BARR
Set dressing		09:30	09:00	Average furniture to Handbill Studio	Second Floor	Crew	Laura / AllBright	
Set dressing		09:30	10:00	Theatre seating to be placed in Step Forward & Ambition Stage	First Floor	Crew	Laura / Lawrence	Be conscious of noise levels for Ambition stage setup - Traist breakfast below
Set dressing		09:30	10:30	Crew to set up classroom and label hangers, place hangers on rails	Ground Floor	Crew	Fargal / Holly	
Production		09:30	10:30	AV / Tech testing	First Floor	Tech Supplier	Lawrence	
Catering/Food		10:30	11:00	Coffee stations set up	Ground Floor	Jesson & Co	FIH / AllBright	
Catering/Food		10:30	11:00	Pandora Treat Cart: Catering delivery	Ground Floor	Jesson & Co	FIH / Fargal	
Live Event		11:00		LIVE EVENT: Doors Open	Site Wide			
LIVE: Live Wall		11:15		The Ritual of Reggae	First Floor	AllBright		Philly Delaney
LIVE: Step Forward Stage		11:30	12:15	Changing the Wealth Game	First Floor	AllBright		Speakers: Masha Corke, Hargreaves Lansdown, British Business Bank Rep
LIVE: Ambition Stage		12:00	12:45	Women Owning Green Ambitions without Apology	First Floor	AllBright		Speaker: Kira Matthews, Karah Stone, Tobi Asare, Angelica Malin
LIVE: Live Wall		12:30		RTUALS PROGRAMMING	First Floor	AllBright		
Catering/Food		12:30	13:00	Lunch grazing tables set up	Site Wide	Jesson & Co	FIH / AllBright	
LIVE: Step Forward Stage		12:45	13:30	Beau's Redefined and Reimagined	First Floor	AllBright		Speakers: Emma Dahl, Viki Vogue, Partnerships to add brand speaker from OH, Viv Peatons
LIVE: Live Wall		13:00	14:00	Lunch	Site Wide			
LIVE: Ambition Stage		13:00	13:45	Cardinal Lessons on Navigating Business Highs and Lows	First Floor	AllBright		Speakers: Ella Mills, Angelica Malin
LIVE: Live Wall		13:45		The Ritual of Hypnotherapy	First Floor	AllBright		Gerena Petlin
LIVE: Step Forward Stage		14:00	14:45	Leadership: What it Means to be a Woman in Power	First Floor	AllBright		Speakers: Nialma Hubbard (Ex-Google), Natalie Campbell MBE, Dr. Yvonne Paine, Viv Peatons
LIVE: Live Wall		15:00		RTUALS PROGRAMMING	First Floor	AllBright		
LIVE: Ambition Stage		15:00	15:45	Meet The Bow Rangers: Redefining an Industry	First Floor	AllBright		Speakers: Sarah Harbin, General Manager Benefit Cosmetics, Charlotte Mensah, Founder & CEO of Charlotte Mensah
LIVE: Step Forward Stage		15:15	16:00	Closing the Gender Healthcare Gap	First Floor	AllBright		Speakers: Caroline Roberts MSc, Andrea Igwe, Dr. Rama, Viv Peatons
LIVE: Ambition Stage		16:00	17:45	Women Leading the Digital Revolution	First Floor	AllBright		Speakers: Abadeel Oumassah, Leasharshan, Lisa Goodrich, Angelica Malin
LIVE: Live Wall		16:15		RTUALS PROGRAMMING	First Floor	AllBright		
LIVE: Step Forward Stage		16:30	17:15	Women Leading the Eco-Awakening	First Floor	AllBright		Speakers: Dominique Palmer, Cori Tui, Joycelyn Longdon, Maryem Pasha (TBC)
LIVE: Live Wall		17:00		Advocacy & Self Discovery: The Ritual of Setting your inner voice	First Floor	AllBright		Carlyle Christie
LIVE: Ambition Stage		17:00	17:45	The Parables Between Sport and Leadership	First Floor	AllBright		Speakers: Helen Richardson-Walsh MBE, Anna Healy MBE, Tiaise Anghallor (TBC)
Catering/Food		16:00	18:00	Drinks stations set up	Site Wide	Jesson & Co	FIH / AllBright	
LIVE: Ambition Stage		18:00	18:45		First Floor	AllBright		MALCOLM GLOVER TBC, Steven Barlett, Anya Rindman, Cheryl Anderson
LIVE: Live Wall		18:00			First Floor	AllBright		Cygnal Dunne
Live Event		18:00	20:30	Drinks Service	Site Wide			
LIVE: Step Forward Stage		18:00	19:00	The Ability to be True Authentic Self	First Floor	AllBright		Speakers: Katherine Ryan, comedian, Viv Peatons
LIVE: Bar		18:30	19:00	Musical Performance	First Floor			TBC
Live Event		21:00		EVENT CLOSED	Site Wide			
Catering/Food		21:00	21:30	Wine tasting glassware collected from Caudale station	Ground Floor	Jesson & Co	FIH / Laura	
Production		21:30	23:00	Bring Partner Brand backdrops	Ground Floor	Macro Art	Laura / Lawrence	
Production		21:30	23:30	AV / Tech darg	First Floor	Tech Supplier	Lawrence	
Production		22:00	23:00	Bring Caudale wall and Sunset stage backdrop	Ground Floor	Enmet	Laura	
Deliveries/Transport		22:00	00:00	Pandora Courier collection	Ground Floor	Pandora	Laura	Track cart & yelths
Deliveries/Transport		22:00	01:00	Benefit dereg & LOAD OUT	First Floor	Benefit	Laura / Fargal	Load out through alternative entrance using stairway
Deliveries/Transport		22:00	23:30	Scenic supplier - LOAD OUT	Ground Floor	Enmet	Laura	Load out through front door
Deliveries/Transport		22:00	23:30	Macro Art - LOAD OUT	Ground Floor	Macro Art	Laura	Load out through front door
Deliveries/Transport		23:00	00:00	Furniture Collection: Classroom rails, hangers, Caudale tables, Ghost chairs	Ground Floor	Furniture Supplier	Laura / Holly	Crew to load
Deliveries/Transport		23:30	00:30	AV / Tech - LOAD OUT	First Floor	Tech Supplier	Lawrence / Laura	Load out through front door
Deliveries/Transport		23:30	00:30	Marble crew LOAD OUT	Ground Floor	Marble	Lawrence / Laura	Rhais set pieces
Set dressing		00:00	01:00	Return venue furniture to allocated positions	Site Wide	Venue Crew	Gavin	
Venue info		01:00		STRICT FINISH TIME TO AVOID EXCESS VENUE CHARGES	Site Wide	ALL STAFF		
END of Day Checklist								