

**ATTACHMENT B**

Haven Amphitheatre – Production Management Plan

(Complete details/ tick where relevant)

1. NAME of event/ production:

Briefly describe (or tick) type of event:

Musical and/ or vocals 

Cabaret 

Theatre 

Community carols 

Other 

1. Dates of the production:
2. Times of performances:
3. Audience numbers: Maximum 350 

Less than 100 

1. Lighting requirements: As provided on site 

Additional lighting required (provide reason) 

1. Sound/ audio requirements: As provided on site 

Additional sound required (provide reason) 

1. Refreshments for patrons: No refreshments provided 

Tea/ coffee/ soft drinks/ juices 

Alcohol as BYO……………….………………………………………………………………

Packaged snacks 

Other 

1. Volunteers (number of)…………………………………………………………………………………………………………..
2. Traffic marshal (name and contact details)……………………………………………………………………………..
3. Fire warden (name and contact details)………………………………………………………………………………….

Return this form to the Festival and Events Team Leader, minimum 4 weeks before event.