

TOP TEN SECRETS FOR ON-SITE PRODUCTION EXCELLENCE

LEADERSHIP DELEGATION

01

- Assign a lead with apparent authority and responsibilities.
- Senior Producers need to point and lead, not carry items.

SITE FAMILIARITY

02

- Immediately gather the team for a walkthrough.
- Bring a print out of the deck and map.
- Ask the team to pull out their notes app on their phones.
- Make note of dumpsters, talent, ambulance route, power, and stage.

EVENT TIME MANAGEMENT

03

- Time is of the essence for both on-site and off-site production.
- Review event schedule and communicate breaks.
- Understand local overtime laws and policies.

RADIO EQUIPMENT

04

- Always provide radios with earpieces upon arrival.
- Keep messages clear and to the point.
- Sign in and out radios with numbers.
- Charge radios while not in use.

OPERATIONS ZONE

05

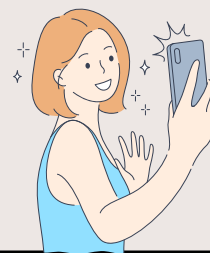
Set up the back of the house with the essentials laid out on the table. This includes;

- Cleaning supplies, headlamps, zip ties, extension cords, tools, tape, wire, snacks, and water.
- Ensure all equipment, including drills, are charged and ready for use.

EXCHANGE CONTACT INFO

06

- Encourage everyone to share a selfie and their name in a group text or in Slack.



Hi! It's Sarah your team lead!

SAFETY + EMERGENCY

07

- Emphasize safety protocols, including lifting with legs, speaking up, and reporting any concerns.
- Show the team fire exits, security measures, and the location of first aid kits, propane, and heat lamps
- Be aware of water hazards and electrical issues.

CONTINGENCY PLANNING

08

- Create a contingency plan to address potential obstacles such as technical issues, inclement weather, or schedule modifications.
- Maintain a backup plan for unforeseen circumstances.
- Ask local staff for local resources when needed.

RESOURCE MANAGEMENT

09

- Set up recycling protocols.
- Review resource usage for optimization.
- Foster accountability.
- Break down boxes and recycle or reuse them for load-out.

POST-EVENT ORGANIZATION

10

- Perform a final walkthrough to check cleanliness and equipment.
- Delegate post-event cleanup tasks and ensure proper organization.
- Verify that tools and supplies are stored correctly.
- Gather feedback for improvement and document equipment issues for maintenance.



WAS THIS HELPFUL?

My name is James Fleege. I am the Founder and CEO of GoInspo™. If you liked this downloadable guide, follow us! @GOINSPO and follow me on [LinkedIn](#).



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