

PRODUCTION TIMELINE

April 21-26, 2024



SHOW NAME		EXAMPLE			BALLROOM	
SHOW LOCATION		GAYLORD			LOAD IN	
SHOW DATES		APRIL 24-26			LOAD OUT	
Jan 2024- April 2024						
TIMELINE DUE DATES						
DUE DATE	COMPLETED	TASK	Client OWNER	CLARITY OWNER		NOTES:
PRE-PRODUCTION TIMELINE						
1/30/25		Proposal/Budget	Client OWNER	CLARITY OWNER 1		
1/30/25		RENDERS APPROVED	Client OWNER	CLARITY OWNER 1		
		VENUE/ BALLROOM SECURED DATES	Client OWNER			LOAD IN / LOAD OUT
2/1/25		CLIENT FINAL AGENDA	Client OWNER			
2/10/25		Contact Sheet		CLARITY OWNER 2		CLARITY STAFF, CLIENT STAFF
		Production Timeline		CLARITY OWNER 2		
		Onsite Schedule		CLARITY OWNER 3		
		Catering Schedule		CLARITY OWNER 3		
		Security Schedule		CLARITY OWNER 3		
		Production Meetings		CLARITY OWNER 2		BI-WEEKLY AND WEEKLY CALLS
		Floor Plan		CLARITY OWNER 3		
		Rigging & Lighting Plot		CLARITY OWNER 3		
		AV Engineering		CLARITY OWNER 3		SCENIC, ELEVATIONS, AUDIO, SET DESIGN
		Fire Marshal Approval		CLARITY OWNER 3		
		Venue Requirements		CLARITY OWNER 3		INCLUDING DOCK SCHEDULE
		Internet Lines		CLARITY OWNER 3		
		House Risers/Stage		CLARITY OWNER 3		
		Exclusive Order (Power, Feeds, Docks, etc.)		CLARITY OWNER 3		
		Exclusive Labor (Rigging, Room, Supervisor)		CLARITY OWNER 3		
		Sub-rentals		CLARITY OWNER 3		
		Onsite Support Equip. (Lifts)		CLARITY OWNER 3		
2/10/25		EVENT BRAND GUIDELINES	CLIENT OWNER 2			INCLUDES THEME AND ARTWORK GRAPHICS LOGO COLOR SCHEME
3/30/25		CLIENT ASSETS	CLIENT OWNER 2			POWERPOINT TEMPLATE- SPEAKER BIOS HEADSHOTS -
2/17/25		Show Flow		CLARITY OWNER 2		
		Script	CLIENT OWNER 2			
		Media	CLIENT OWNER 2			
		Media Timeline Schedule	CLIENT OWNER 2	CLARITY OWNER 2		
		Open, Closer Trailer, CLOSE, Animated logo	CLIENT OWNER 2			
		CONTENT VIDEOS	CLIENT OWNER 2			
		Media Tracking Grid		CLARITY OWNER 2		
		PRE-RECORD SCHEDULE	CLIENT OWNER 2			
		Schedule edit/GFX	CLIENT OWNER 2			
		Rehearsal Schedule		CLARITY OWNER 2		
		Stage Management		CLARITY OWNER 2		
2/22/25??		Hotel Pre-Con	CLIENT OWNER 3	CLARITY OWNER 1		
2/24/25		SHOW DAY 1				
		Post Show Resource Center open thru ????		CLARITY		Downloads of clips etc
REHEARSALS						
DUE	COMPLETED	TASK	Client OWNER	CLARITY OWNER		NOTES:
2/22/25		Technical Equipment Set Up		CLARITY OWNER 3		
2/23/25		Technical Run Thrus		CLARITY OWNER 2		
2/23/25		Presenter Dry Runs		CLARITY OWNER 2		We can also talk with presenters on calls preshow

		Verify & Communicate Presenter Call Times for Show Day		CLARITY OWNER 2		
		Verify Crew Call Times for Show Day		CLARITY OWNER 2		
		Finalize & Distribute Technical Cue Sheet		CLARITY OWNER 2		
SHOW DAYS						
DUE	COMPLETED	TASK	Client OWNER	CLARITY OWNER		NOTES:
2/22/25		Technical Checks		CLARITY OWNER 2		
2/22/25		Presenter Sound & Video Checks		CLARITY OWNER 2		
2/22/25		Show Execution		CLARITY OWNER 2		
POST SHOW						
DUE	COMPLETED	TASK	LKQ OWNER	CLARITYH OWNER		NOTES:
		Finalize Recordings		CLARITY		
		Send Recordings to Client		CLARITY		