**Example Method Statement for**

**Name of Company and show**

**At Event venue and date**

**Touring Company Manager** **Provide name and contact telephone number for company manager**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| A crew of | | | number of crew/team | | |
| We will arrive at the venue event at least | | | Amount of time needed for unload and get in | | |
| We will be travelling in/by | | | *type of vehicle/mode of transport/vehicle reg* | | |
| Onsite parking is required for loading and unloading at the beginning and end of the performance for | | | Size, heigh and registration of vehicle | | |
| If possible, onsite parking will be desirable for storage of maintenance equipment throughout installation and event | | | | | |
| Controlled/restricted public access will be required during set-up. | | | | | |
| We will unload and set up | | | detail of your set props, costumes and equipment. | | |
| Equipment/tools will be placed back in the vehicle as soon as installation is completed | | | | | |
| We require at least | No | stewards | During/between | during set up/show/between shows | |
| Steward/s will be required to | | describe what stewards need to do | | | |
| Get out will ideally begin immediately after the final performance as soon as the last of the audience have left the site and should take no more than | | | | | Length of time for get out |