**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**

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| --- | --- |
| 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 |