

# Checklist For Success

## ❖ Basic Information

- Event type?
- Number of people / Doing what?
- Event date?
- Event time & duration?
- Location?
- Client?

## ❖ The Look?

- What do you want it to look like?
- Tent Type
- Communicate the vision

## ❖ Site Access & Impact

- Truck Access vs. Cost to Carry
- Alternative anchoring

## ❖ Installation Crew

- On-Site Contact
- Experienced
- Safety Trained
- Legal Residents
- Criminal Background Check
- Drug Free

## ❖ Weather Contingencies

- Climate control
- Heat
- Fans
- Air Conditioning
- Understand "The Rain Plan"
- Effects on the Production Schedule
- Where will the water go?
- Weather Contingent Reservations

## ❖ Safety Concerns

- Permits
  - Typically obtained by Tent Company
  - What is required?
  - Type of use: assembly, dining, walkway, etc.
  - Space per person required for type of use
  - Exits – quantity, location, obstructions & signage
  - Fire Extinguishers
  - Codes vary from town to town. Check the local Fire Marshal / Building/ Zoning / Permit Office
  - Integrity of installation & evacuation
  - Engineer's certification & drawings
- Underground Utility Location
- Site Logistics
- Legal Requirements
- Enough Time
- Fire / Code Compliance

## ❖ Involve the Tent Professional Early

- Get a workable plan
- Generate ideas
- Address issues

## ❖ Lightning

- Prepare the Alternate Site
- Location
- Food & Drink, Restrooms, Toilet Paper, Catering, Wait Staff, Entertainment Staff

## ❖ Tent Size

- What are the guests/occupants doing?
- What does the client expect?
- What are the legal/safety code limits?
  - Typical Code Limits
  - Referred to as Occupant Load
  - Usually determined by the local fire prevention authorities / Varies by Jurisdiction
  - Typically calculated as follows:
    - " 4 to 7 sq. ft. per person no tables or chairs (SRO – standing room only)
    - " 7 to 15 sq. ft. per person when only chairs are provided (concentrated seating)
    - " 15 sq. ft. per person when tables & chairs are provided (unconcentrated seating)
    - Basic Guideline (Not Code): " 20 – 25 square feet per person: tables, chairs, dancing, bars, side tables, etc.

## ❖ Site Inspection

- Discuss Needs
- Measurements
- Topography
- Above Ground Obstacles
- Surface Type – Safe Anchoring, Flooring
- Truck Access for Tent Install
- Discuss – weather, time of year, wind exposure
- Answer questions or concerns raised in discussion

## ❖ Full Infrastructure Support?

- Lighting
- Electric
- HVAC
- Medical
- Security
- Kitchen
- Insect Control
- Bathrooms

## ❖ Flooring

- Grass
- Parking Lot
- Driveway
- Tennis Court
- Ground Contour Floor
- Leveled Floor

## ❖ Why a Tent? / Is a tent the answer?

- "In Case it Rains"
- Expand an existing building
- Create or Define a space
- Emotional attachment to a site
- "To Save Money"
- "Money is No Object"

## ❖ Installation & Dismantle

- Time Allowances
- Week before/after
- Day before/after
- Day of – in & out
- What are the rates for the time slot?

## ❖ Expectations Match Budget?

- Financial Parameters Effect" Décor / Look
- Weather Protection / Climate Control

## ❖ Is the Client Prepared?

- Production Schedules
- Construction
- Neighbors

## ❖ Properly Anchored

- Your tents will look better
- Resist wind & weather better
- You get to keep your house

## ❖ Evacuation Plan

- Consult FEMA & OSHA for guidance creating your plan
- Is the plan written or oral?
- What are the trigger points?
- Who makes the decision to evacuate?
- How will key personnel be informed?
- Who informs emergency services?
- Do key personnel have specific tasks in the event of evacuation?
- Which exits will be used?
- Where do you evacuate everyone to?
- Who directs emergency services when they arrive?
- Procedures for key personnel handling medical or rescue duties?
- How do you collect & account for everyone after evacuation?
- Name & Title of Key Staff who can answer questions about the plan
- What training is required?
- Review plan with all staff
  - Initially on the job
  - Whenever a plan is changed
  - Whenever staff responsibilities change
  - Whenever the plan changes