



ampa  
events

**PRODUCTION  
PROCEDURES  
MANUAL**



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# **OPERATIONS PRE-PRODUCTION PROCEDURES**

## **PULLING EQUIPMENT**

### **PICK LIST**

Once a contract is signed and the pre-production check list is completed, the lead installer creates a detailed itemized PICK LIST for the event from FileMaker. The PICK LIST has six columns. The first three columns are:

1. Item name and description
2. Item's warehouse location
3. The quantity of the item to be pulled

The last three columns are used to verify that the items were inspected, loaded, and confirmed by the lead installer. Lead Installers should use the pick list to check all gear at three points during the production phase of the event: 1) initial loading of the truck 2) re-loading the truck at event load-out and 3) when returned to inventory. Items should be checked off the list and initialed when complete. Return the paperwork to the Event Binder when loading/unloading is complete.

### **PROPOSAL**

The proposal is the most important tool while picking items for events. The proposal describes layouts, colors, designs, and other elements that may not be reflected in the pick list. Keep a copy of the proposal and pick list while pulling equipment. Items and issues can be identified and updated while pulling equipment so that equipment issues can be resolved before installation begins.

### **ACCOUNTABILITY**

The warehouse associate pulling the equipment will sign and initial each item of the PICK LIST to indicate that each item was pulled accurately from inventory, the item is in good working condition, and the correct quantity for each item was retrieved. Every item must be visually assessed for any damage and thoroughly tested for full functionality.



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If the equipment is not in working order or it is not fully functional or it appears damaged, then the equipment cannot be sent out to an event. If there are not enough fully functional items in inventory, equipment may need to be repaired, touched up, or replaced before loading onto the truck. Ask a manager if you have any questions or doubts about the working condition of any equipment.

### **STAGING**

Once equipment has been assessed and deemed fully functional, it is then moved to the staging bays in Janway 1. Equipment should be staged in sections. One job should be staged together in one area. Staging the equipment is important and should be done so that large items are available to load in the vehicle first.

Subdivide the job into sections:

Furniture//Bulk Items//Large Props//Tall Elements  
Totes//Flitops//Toolkits//Utilities

**The lead installer or a manager must verify and confirm all equipment before loading the truck.**

### **SAFE AND SECURE TRUCK LOADING**

Begin the loading process by printing and reviewing the event **PICK LIST**. The Pick List is a key component of managing the LOAD IN/LOAD OUT process of an event. Every lead installer must take time to review and evaluate the Event Pick List to assist in planning for a safe and efficient load.

Packing a truck for an install is all about common sense. Thinking through the pack beforehand and developing a plan ahead of time will help to insure a successful pack. Following these guidelines will help guide you through a safe and secure pack.

#### **Straps**

Be sure, throughout the entirety of the pack, that each section of items is strapped in securely. Load bars should be used as well where needed. If there is a question or a



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concern, see a manager. Larger items such as dance floor carts should be strapped in independently from other items to avoid damage of smaller items. Items on carts with the potential of shifting during travel should be removed from their carts and stacked accordingly. Straps, as awesome as they are, can cause serious damage to items if tightened too much. Cracking sounds or visible scuffs and tears are a good indicator of damage. A general rule of thumb is to pull out the slack and crank 3 to 4 times as needed. If you are still unsure see a manager.

### **Load Bars**

When using wood load bars, use 5 for every 8x8 of plywood deck. If using metal load bars, use at least 3 per 8x8 of plywood deck. You may need 4 load bars for particularly heavy shelves. Consult a manager if there is a concern. When creating a plywood deck always be sure to use cleats and screw wooden supports into track clips.

### **LOADING**

**Move the largest and heaviest items first.** These items include dance floors, stages, etc. and should be loaded on the truck before anything else and kept against the far wall closest to the cab. Keep the items in their upright positions and make sure you balance the truck by placing heavy objects on opposite sides. Be sure that items such as dance floor carts should be independently strapped to avoid breaking small items.

**Transfer lighter boxes to the truck and stack them on the heavier boxes.** Any lighter, stackable items can be placed on top of heavier items if both items are able to be stacked on one another while still avoiding any damage to the items. Items such as foliage should be securely placed on the load rack to avoid damage from larger items. (Make sure to ask a manager if items are able to be stacked.)

**Next, load longer items.** Longer pieces should be loaded next such as large flats, doors, or signs included with the event. Place these items against the longest walls of the truck which will keep them upright and will save space. Depending on your pack, longer, flatter items can be placed on the loading rack so as to avoid damage by larger items and to create space below. Or, these items can be placed earlier in the pack if openings exist. **General rule is if there is available space use it. Always use your best judgment.**



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**Use furniture padding to protect wood surfaces and corners.** Blankets and other padding should be used throughout the process of the pack to insure the safety of the items within. Sliding pieces should never occur unless pre-approved by a manager. Straps stretching across or resting on items should be padded to avoid scuffs on that beautiful semi-gloss finish.

**Place fragile items or awkward shaped items on last.** Make sure items don't move around during transport. The best spot for fragile boxed items is in cubbyholes such as underneath tables, desks and beneath chair legs. Or, these items can be placed if openings exist within the pack. (Always use your best judgment when handling items.) Thinking through the pack before hand is important when it comes to fragile items. Space may be available earlier in the pack that would be perfect to store that super important, breakable, irreplaceable prop.

**Don't Be Overly Gross.** Every truck (including rental trucks) has a maximum gross weight or GVWR (Gross Vehicle Weight Rating). Familiarize yourself with the weight limits of the truck you are loading. **Do not exceed the specified GVWR or you will surely create a safety hazard.**

**Don't Leave Anything Loose.** When a truck gets up to highway speed, anything that's loose will find a way to move. La Cerra's Law dictates that the more valuable an item, the higher it's propensity to work loose, slam against something more massive inside the truck, and break. Fragile items or items with awkward shapes should be loaded last and secured tightly.

**Speaking of loading last: make sure that the tools are at the loading door end of the truck in case they're needed for emergency road repair.** All tools and carts saved for the end of the truck should be fastened down. Any loose items have the potential to damage other items during transport.

### **Personal Safety**

More important than protecting your gear is **protecting yourself**. If you are doing the loading/packing, don't wear anything that can get caught or snagged on a moving case.



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Sandals are fine for the beach, but not in the warehouse. Closed toed shoes are required to work in the warehouse and when possible, work boots with a good grip are a much better idea. Use leather gloves will protect your hands from sharp edges. A hat is not a bad idea to protect your heads from scrapes.

**Always be aware of your surroundings** (that's just good life advice). Watch overhead for load bars and decking while traversing the pack. When lifting a heavy item, get a firm footing and stand close to it with your feet spaced shoulder-width apart. Lift with your legs (not your back) and keep your back as straight as possible. Bend your knees — not your waist — when lifting or setting down an item. Get help for cases or items that you can't lift by yourself. Just because you can lift it yourself doesn't mean you should. Don't be a hero, Jill hired Jack for a reason.

**Lastly, be sure to keep the inside of the truck clean.** Loose packing blankets and straps can create a tripping hazard. A clean truck is a happy truck. Always make sure that the back of the truck is closed and secured.

**Being aware of yourself while progressing through the pack is also very important.** Taking breaks to hydrate yourself is essential to maintain high quality work and satisfactory productivity.

### **LOAD VERIFICATION**

Once the equipment is fully loaded and secured, a manager must confirm that the load is:

1. Tightly packed and secure.
2. The truck is not overloaded.
3. No equipment will be damaged during transit.
4. All equipment has been loaded 100%
5. Any extra parts that may have been missed are added.

Once the truck has been completely loaded and confirmed, the pick list is copied and placed inside a plastic page protector at the back of the truck within reach of the door. Another copy will be inside the truck pack for use when unloading the truck at the event site.