



## TTC Event Work Plan Template

Event Company Information	
Company name	
Contact person	
Phone number	
Email address	

Event Details	
Event Title	
Type of Event (e.g., Corporate, Private):	
Brief description of Event	
Email address	

Event Schedule	
Date(s) of event	
Time(s) of event	
Location of event	



Activities Schedule	
<b>Load-In</b>	
Date	
Time	
<b>Set-Up</b>	
Date	
Time	
Description of activities	
<b>Event</b>	
Date	
Time	
Description of activities	
<b>Wrap</b>	
Date	
Time	
Description of activities	

Equipment List
<i>List of equipment to be used and brought into the station</i>
<ul style="list-style-type: none"><li>• Fiberglass Ladders (not metal ones)</li><li>• Sound Equipment, lighting equipment, tables, chairs, etc.</li><li>• Other Equipment (please specify):</li></ul>



### **Equipment Movement Plan**

*Explanation of how equipment will be moved in and out of station*

### **Material Safety Data Sheets (MSDS)**

*Details on any toxic or hazardous materials (including paint)*

- How You Plan on Using the Product:
- Duration of Use:
- Quantity of Product:
- Control Measures in Place:

### **Special Effects**

*Description of any special effects and materials to carry out the effect.*

- No open flames allowed in station

**Additional Information**

*Any additional information or requirements*

**Acknowledgment:**

- ☐ I acknowledge that if the detailed work plan is not received 13 business days prior to the start of the Event, the original start date will be moved forward one day for each day that the work plan is late. The TTC will not be held liable for any costs, damages, or losses incurred as a result.
- ☐ I understand that changes to the approved work plan will not be accepted less than 72 hours prior to the start of Event. Minor changes may be allowed once the Event has commenced, at the discretion of the TTC's Staff-in-Command on site during the Event.

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_