

Load-In / Load-Out Plan

PROJECT / EVENT _____

VENUE / DOCK _____

PRODUCTION MANAGER _____

LOAD-IN WINDOW _____

SHOW CLEAR _____

LOAD-OUT WINDOW _____

VENUE LEAD / CONTACT _____

VEHICLE, DOCK AND STAGING SCHEDULE						
TIME	VEHICLE / DRIVER	DEPARTMENT / LOAD	DOCK / ROUTE	CREW / EQUIPMENT	STAGING ZONE	CLEAR / NOTES

DEPARTMENT SEQUENCE AND CONTROLS						
ORDER	DEPARTMENT / TASK	PREREQUISITE	LEAD	START	COMPLETE	CONSTRAINT / HANDOFF

☐ Fire lanes / egress clear

☐ Dock rating / lift plan confirmed

☐ Spotters / PPE assigned

☐ Weather / heat plan active

☐ Waste / restoration complete

EXCEPTIONS / OVERNIGHT SECURITY / EMPTY-CASE PLAN _____