



CHECKLIST FOR SUCCESS

Basic Information

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

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:
 - " 4-7 sq ft/person no tables or chairs (SRO-standing room only)
 - " 7-15 sq ft/person chairs only (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.

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"

The Look

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

Do Expectations Match Budget?

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

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

Involve the Tent Professional Early

- Get a workable plan
- Generate ideas
- Address issues

Are you / the Client Prepared?

- Production Schedules
- Construction
- Neighbors

Installation & Dismantle

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

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

Properly Anchored

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

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

Flooring

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

Full Infrastructure Support?

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

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

Lightning

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

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