

Crowd Management Plan

PRODUCTION NAME:				
Channel/Brand		Production Entity		
Line Producer		Production Manager		
Audience Manager		Safety Consultant		Security
Location				
Description of Production				
Start Date		Show Date(s)		Wrap Date
Crew Call		Audience Check-in Time		Doors Open
Show Start Time		Show Wrap		Crew Wrap
Type of Audience: <small>(Cast, ticketed, open to public?)</small>		Age of Audience: <small>(Minors, 18+, 21+)</small>		Square Footage of Audience Space (s):
Maximum Audience Occupancy <small>(7 square feet/person)</small>		Projected Audience Size		Actual Audience Size
Max. Occupancy Facility		Number of Cast and Crew		Total People
Weather Forecast from Spot-On <small>(Sunny, Rain, Wind, Lightning?)</small>		Projected High Temperature		

Items to Check

Venue/Event Questions

Event Location Details: Interior/Exterior/Both?	
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OUTDOORS

If outdoors, will there be a Stageline pop-up stage or other stage set up? (YES/NO)	
Does the vendor have stamped engineered drawings for the stage? (YES/NO)	
Stage vendor name and contact?	
If outdoors, will there be tents for production and audience? Can the tents be grounded for lightning?	
Tent vendor name and contact?	
Does the vendor have stamped engineered drawings, including weather contingencies, for the tent? (YES/NO)	
Do you have a Weather Contingency Plan from PMN Production Safety? (YES/NO)	
Do you have weather monitoring set up with Spot-On weather? (YES/NO)	
Wind speed monitoring, on-site monitoring or app based?	
Name and contact number for individual monitoring weather?	
How many exit paths and exit doors for audience?	
Total width of egress in inches? (Outdoor - Minimum 48 inches per 600 occupants)	
Is there an evacuation location for cast and crew, in the event of lightning or other event? (YES/NO + details)	
Is there an evacuation location for audience, in the event of lightning or other event? (YES/NO + details)	
What is the message for audience in the event of an evacuation notice?	
Who is communicating with the audience and cast/crew about updates, evacuation and resumption? (Title, name, number)	
How is the communication happening? PA system, bull horn, talking?	
Is the production willing to continue in the event of rain? (YES/NO)	
Will the production resume, if able, after a weather evacuation? (YES/NO)	
Will there be fireworks as part of the production? (YES/NO)	

OUTDOOR NOTES

Work must cease and everyone must seek shelter if lightning strikes with 6 miles of the production.

Work must cease and everyone must seek shelter when wind speeds are expected to exceed 30 mph.

Wind, rain, and other weather events will be detailed in the Weather Contingency Plan.

INDOORS	
Is the egress adequate for the occupancy? (YES/NO)	
How many exit paths and exit doors for audience?	
Total width of egress in inches? (Indoor - Minimum 48 inches per 200 occupants)	
Do you have lighted exit signs? Can they be seen from any point in the room? (YES/NO)	
Is there panic hardware on doors? (YES/NO)	
Does emergency lighting work, in the event of power failure? (YES/NO)	
Is the path clear and free obstacles and trip hazards? (YES/NO)	
Will there be adequate house lighting for ingress and egress?	
Is there a 48" fire lane around the perimeter of the room? (Not mandatory in all situations)	
Are there stairs as part of the ingress and egress paths? (YES/NO)	
INDOOR NOTES	
Cable crossovers for audience should be ADA compliant.	
AUDIENCE QUESTIONS	
How are tickets being distributed? Email, will call, hard tickets?	
Who is handling ticketing errors or miscommunications? (Name and contact)	
Is there clear signage directing the audience to will call, entrances, F&B, and egress? (YES/NO)	
Are there ushers or other personnel directing the audience throughout the event? (YES/NO)	
Who is talking with the audience members? Stage manager, Audience team, Safety?	
Is there a Cast Audience company or is this handled by internal employees?	
Will there be children in the audience? (YES/NO)	
What is the "lost child" protocol?	
Will the audience line up early? (YES/NO)	
AUDIENCE: SECURITY & SCREENINGS	
Do you have security screening the audience as they enter? (YES/NO)	
How many screening points are there?	
Are you using mags, wands, bag search?	
Do you have someone assigned to count the audience as they enter? Clickers are available. (YES/NO)	
Are bags allowed? (YES/NO)	
Are cell phones allowed? Will you be using Yondr bags?	
Is the audience allowed to take photos and videos? (YES/NO)	
Will press and authorized photographers have a credential that clearly identifies them? (YES/NO)	
Is there shade or tents for outdoor audiences or outdoor waiting areas? (YES/NO)	
Will public in the area congregate? (YES/NO)	
Is there a possibility of the audience running to the stage when the doors open? Is there a plan to minimize or eliminate this hazard? (YES/NO)	
AUDIENCE: STAGING, HOLDING AREA, CRAFTY	
Is the space standing only, fixed chairs, temporary chairs, blankets, tables, other?	
Is the waiting area outdoors? (YES/NO)	
Has production accounted for the additional water that will need to be available for outdoor crowds? (YES/NO) 1 bottle per person per hour	
Crafty should designate an adequate amount of water bottles specifically for any outdoor audience. In case needed, do you know where this water will be stored?	
Are there restrooms for audience while waiting to enter or for outdoor audiences, if applicable? (YES/NO)	
Is there water for audience while waiting to enter venue? (YES/NO)	
Is there water for audience once inside? (YES/NO)	
Are water bottles allowed on camera, do they need labels removed? (YES/NO)	
Is there crew designated to distribute water to the audience? (YES/NO)	
Will there be food and beverages? Is it for sale or free?	
Will there be alcohol? Is it for sale or free?	
Is there a vendor providing alcohol sales or distribution? (YES/NO)	
Are the bartenders checking IDs? Will there be wristbands? (YES/NO)	

AUDIENCE: PERFORMANCES & FILMING

Will there be audience movements during the show? (YES/NO)	
Will there be a stage or set pieces setup in the audience? (YES/NO)	
Will audience be holding any props or items? (YES/NO)	
Will there be a performance in the audience? (YES/NO)	
Will an artists pass through the crowd? (YES/NO)	
Is there ample time to rehearse that movement? (YES/NO)	
Do we need security or other personnel to facilitate that movement? (YES/NO)	
How is movement being communicated to the audience?	
Will there be flame or pyrotechnic effects near the audience? Must keep 15 feet clear.	
Who is the Special Effects vendor? Name and Contact.	
Will camera operators need to move within the audience? (YES/NO)	
Is there an established camera lane? (YES/NO)	
Will there be MOJO barrier at the stage? (YES/NO)	
Will there be tensa-barrier, rope and stanchion, or floor markings for crowd management? (YES/NO)	
Who is communicating the purpose of the barriers to the audience? (Name and Contact)	

AUDIENCE: MEDICAL

Do you have a set medic? (YES/NO)	
How many medics will there be for the audience? (2 per 1000 for the first 3000)	
Will there be a medic tent(s)? (YES/NO)	
Will there be an ambulance? (YES/NO)	

AUDIENCE: FACILITIES

Are there permanent restroom facilities? How many?	
Will there be portable toilets? How many? (See chart in notes)	
Are there known guests who will require ADA accomodations? (YES/NO)	
Are there ADA compliant pathways, seats, and restrooms? (YES/NO)	
Are there any ADA requests to be in pit or other non-ADA compliant seating areas? If yes, please explain.	
Is transportation being offered to guests? Is Uber or Lyft available in the area? (YES/NO)	

AUDIENCE NOTES

Recommend 1 water bottle per person, per hour.
1 ADA restroom per 50 wheel chair users.

Number of Portable Restrooms Required for Special Events					
# of people	Number of Hours for event				
	1	2	3	4	5
250	2	2	2	2	2
500	2	3	4	4	4
1000	4	5	6	7	7
2000	6	10	12	13	14
3000	9	14	17	19	21

Remarks:

Signature:	Print name:	Date:
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