EVENT PLANNING

Toronto International Film Festival

(Sept 8 – 18)

DAY 5 SCHEDULING

Aims and Objectives:

* Maximize entertainment
* Provide all basic needs that the customers would need while in the event.
* Safety and protection during the festival.
* Maintain emergency services.
* Security vigilance
* Worst case scenario preparation

Secondary:

* Increase awareness of the events of the festival
* Promote the brand image, gain the loyalty of customers.

Hiring:

Management team:

* Event manager/executive ( 650 CAD per DAY )
* Event coordinators ( 30 CAD per HOUR )
* Security manager ( 500 CAD per DAY )
* Security staff ( 25 CAD per HOUR )

IT team:

* Tech lead. ( 650 CAD per DAY)
* Coordinators ( 400 CAD per DAY )
* Tester. ( 400 CAD per DAY )

Vendors:

* Food, Games kiosks.
* Entertainment activities ( Rented as per need avg 50 CAD per team )

Venue Staff:

* Ticket collectors/ crowd control ( 18 CAD per HOUR)
* Setup/teardown team. ( 18 CAD per HOUR)

Roy Thompson Hall:

* + **9 AM – 9.40 AM:** Precheck overnight arrangements. Staff attendance.
  + **9.40 AM – 10 AM:** Arrange for the entrance of incoming customers.
  + **10 AM – 11 AM:** Opening entrance for the customers. Entertaining activities for early arrivals for all age groups. Check for stalls to open.
  + **11 AM – 12 Noon:** Inaugural function session.

*( Awareness session regarding Canadian film festival, events during the day, important sessions in the coming days )*

* + **12 PM – 2:10 PM:** Gala presentation – THE PROMISE by T. George

(Arrangement for lunch/food facility during the presentation)

* + **2:10 PM – 2:30 PM:** Assisting the crowd in leaving the theatre/ Teardown time.
  + **2:30 PM – 5:30 PM:** Entertaining activities such as Fun stalls, local art museum, exotic food arrangements for the people staying at the Hall for forth coming films in the evening.
  + **5:00 PM – 5:30 PM:** Security check

( for celebrities’ visit )

* + **5:30 PM – 6:30 PM:** Celebrities arrival. Maintaining utmost safety and security during the same.
  + **6:30 PM – 8:27 PM:** Gala presentation – NORMAN by J. Cedar

(Arrangement for food facility during the presentation)

* + **8:27 PM – 8:50 PM:** Assisting the crowd in leaving the theatre/ Teardown time.
  + **8:50 PM – 9:30 PM:** Celebrities arrival. Maintaining utmost safety and security during the same.
  + **9:30 PM – 11:26 PM:** Gala presentation – ARRIVAL by D. Villeneuve
  + **11:26 PM – 12:00 AM:** Assisting the crowd in leaving the theatre
  + **12:00 AM – 1:00 AM:** Teardown activity, final checks to closure of the day.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Personnel** | **Amount** | **Hours** | **Pay/p** | **Total Pay** |
| Event manager/executive | 1 | - | 650 | 650 |
| Event coordinators | 3 | 16 | 30 | 1440 |
| Security manager | 1 | - | 500 | 500 |
| Security staff | 20 | 16 | 30 | 9600 |
| Tech lead | 1 | - | 600 | 600 |
| Tech coordinator | 3 | - | 400 | 1200 |
| Tech equipment Tester | 2 | - | 400 | 800 |
| Ticket collectors/ crowd control | 15 | 16 | 18 | 4320 |
| Setup/teardown personnel | 10 | 16 | 18 | 2880 |
| **TOTAL** | 56 |  |  | $21,990.00 |

* More security since a Celebrity premiere event (Premium)

Princess of Whales theatre:

* + **12 AM – 1:00 PM:** Precheck overnight arrangements. Staff attendance. Safety and security overview ( Since two big red carpet premieres are to follow )
  + **1.00 PM – 2:30 PM:** Arrange for the entrance of incoming customers. Entertaining activities for early arrivals for all age groups. Check for stalls to open. Fire up fun activities and setup a festival mood.
  + **2:30 PM – 3:00 PM:** Assisting the crowd entering the theatre. Setup of the activity and screening. Technical equipment checks/tests. Inaugural function.
  + **3:00 PM – 4:50 PM:** Gala presentation – THEIR FINEST by L. Scherfig

(Arrangement for food facility during the presentation)

* + **4:50 PM – 5:15 PM:** Assisting the crowd leaving the theatre. Teardown time. Need to be done swiftly for the bigger event coming up. Clean up.
  + **5:15 PM – 5:30 PM:** Crowd clearance. Safety/Security checks. Movie setup, technical checks. Entry for the new and staying audience.
  + **5:30 PM – 6:15 PM:** Red carpet entrance for the cast and crew of LA LA LAND.
  + **6:15 PM – 8:21 PM:** Screening of the film – LA LA LAND by D. Chazelle.
  + **8:21 PM – 8:40 PM:** Escorting the celebrities to way out before the crowd. Tear down time.
  + **8:40 PM – 9:00 PM:** Assisting the crowd leaving the theatre. Teardown time. Need to be done swiftly for the bigger event coming up. Clean up.
  + **5:15 PM – 5:30 PM:** Crowd clearance. Safety/Security checks. Movie setup, technical checks. Entry for the new and staying audience.
  + **5:30 PM – 6:15 PM:** Red carpet entrance for the cast and crew of Bleed for this.
  + **6:15 PM – 8:21 PM:** Screening of the film – BLEED FOR THIS by B. Younger.
  + **8:21 PM – 8:40 PM:** Escorting the celebrities to way out before the crowd. Tear down time started.
  + **8:40 PM – 9:00 PM:** Assisting the crowd leaving the theatre. Teardown time. Final checks before the day closure.

Resource allocation:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Personnel** | **Amount** | **Hours** | **PPH/PPD** | **Total Pay** |
| Event manager/executive | 1 | - | 650 | 650 |
| Event coordinators | 3 | 9 | 30 | 810 |
| Security manager | 1 | - | 500 | 500 |
| Security staff | 15 | 9 | 30 | 4050 |
| Tech lead | 1 | - | 600 | 600 |
| Tech coordinator | 4 | - | 400 | 1600 |
| Tech equipment Tester | 1 | - | 400 | 400 |
| Ticket collectors/ crowd control | 15 | 9 | 18 | 2430 |
| Setup/teardown personnel | 10 | 10 | 18 | 1800 |
| **TOTAL** | 51 | 42 |  | $12,840.00 |

* More security since a Celebrity premiere event (Premium)

VISA Screening Room:

* + **9:00 AM – 9:40 AM:** Precheck overnight arrangements. Staff attendance.
  + **9:40 AM – 10:00 AM:** Arrange for the entrance of incoming customers. Opening entrance for the customers. Entertaining activities for early arrivals for all age groups. Check for stalls to open.
  + **10:00 AM – 11:00 AM:** Inaugural function session.

*( Awareness session regarding Canadian film festival, events during the day, important sessions in the coming days )*

Setup time for the forthcoming film screening. Technical equipment checks.

* + **11:00 AM – 12:56 PM:** Screening of film – NOCTURNAL ANIMALS by T. Ford.

(Arrangement for lunch/food facility during the presentation)

* + **12:56 PM – 1:30 PM:** Assisting the crowd leaving the theatre. Teardown time.
  + **1:30 PM – 2:30 PM:** Setup time for the screening at 2:30 pm. Assisting the incoming crowd if any new arrivals.Technical equipment checks.
  + **2:30 PM – 4:01 PM:** Screening of film –JACKIE by P. Larraine.

(Arrangement for lunch/food facility during the presentation)

* + **4:01 PM -- 4:40 PM:** Teardown time. Assisting the crowd leaving the theatre.
  + **4:45 PM – 5:30 PM:** Setup time for the screening at 5:30 pm. Assisting the incoming crowd if any new arrivals.Technical equipment checks.
  + **5:30 PM – 7:25 PM:** Screening of film – MAUDIE by A. Walsh.

(Arrangement for food facility during the presentation)

* + **7:25 PM -- 7:50 PM:** Teardown time. Assisting the crowd leaving the theatre.
  + **7:55 PM – 9:30 PM:** Setup time for the screening at 9:30 pm. Assisting the incoming crowd if any new arrivals.Technical equipment checks.
  + **9:30 PM – 11:26 PM:** Screening of film –BRIMSTONE by M. Koolhoven.

(Arrangement for food facility during the presentation)

* + **11:26 PM -- 12:00 AM:** Teardown time. Assisting the crowd leaving the theatre.
  + **12:00 AM – 1:00 AM:** Teardown activity, final checks towards closure of the day.

Resource allocation:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Personnel** | **Amount** | **Hours** | **PPH/PPD** | **Total Pay** |
| Event manager/executive | 1 | - | 650 | 650 |
| Event coordinators | 3 | 16 | 30 | 1440 |
| Security manager | 1 | - | 500 | 500 |
| Security staff | 15 | 16 | 30 | 7200 |
| Tech lead | 1 | - | 600 | 600 |
| Tech coordinator | 4 | - | 400 | 1600 |
| Tech equipment Tester | 1 | - | 400 | 400 |
| Ticket collectors/ crowd control | 10 | 16 | 18 | 2880 |
| Setup/teardown personnel | 10 | 16 | 18 | 2880 |
| **TOTAL** | 46 | 69 |  | $18,150.00 |

Winter Garden Theatre:

* + **9:00 AM – 9:30 AM:** Precheck overnight arrangements. Staff attendance.
  + **9:35 AM – 10:00 AM:** Arrange for the entrance of incoming customers. Opening entrance for the customers. Entertaining activities for early arrivals for all age groups. Check for stalls to open.
  + **10:00 AM – 11:00 AM:** Inaugural function session.

*( Awareness session regarding Canadian film festival, events during the day, important sessions in the coming days )*

Setup time for the forthcoming film screening. Technical equipment checks.

* + **11:00 AM – 12:56 PM:** Screening of film – DENIAL by M. Jackson.

(Arrangement for food facility during the presentation)

Welcoming crowd incoming for further screenings

* + **12:56 PM – 1:15 PM:** Teardown time. Assisting the crowd leaving the theatre.
  + **1:15 PM -- 1:45 PM:** Setup time for the screening at 1:45 pm. Assisting the incoming crowd if any new arrivals.Technical equipment checks. Teardown activity.
  + **1:45 PM – 3:17 PM:** Screening of film – PARIS CAN WAIT by E. Coppola.
  + **3:17 PM – 4:00 PM:** Teardown time. Assisting the crowd leaving the theatre.
  + **4:00 PM – 5:00 PM:** Assisting the incoming crowd if any new arrivals.Technical equipment checks.
  + **4:45 PM – 5:00 PM:** Awareness session about Platform films, and Q&A session following it.
  + **5:00 PM – 6:50 PM:** Screening of film – GOLDSTONE by I. Sen.
  + **6:50 PM – 7:20 PM:** Extended Question and answers session about the film.
  + **7:20 PM -- 7:45 PM:** Teardown time. Assisting the crowd leaving the theatre.
  + **7:45 PM – 8:30 PM:** Setup time for the screening at 8:30 pm. Assisting the incoming crowd if any new arrivals.Technical equipment checks. Teardown activity.
  + **8:30 PM – 10:04 PM:** Screening of film – MALIGLUTIT(Searchers) by Z. Kunuk.
  + **10:04 PM – 10:40 PM:** Extended Question and answers session about the film.
  + **10:40 PM – 11:00 PM:** Teardown time. Assisting the crowd leaving the theatre.
  + **11:00 PM – 12:00 AM:** Closing ceremony. Teardown Activity. Raising awareness regarding forthcoming event of the festival.
  + **12:00 AM – 1:00 AM:** Teardown activity, final checks towards closure of the day.

Resource allocation:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Personnel** | **Amount** | **Hours** | **PPH/PPD** | **Total Pay** |
| Event manager/executive | 1 | - | 650 | 650 |
| Event coordinators | 4 | 16 | 30 | 1920 |
| Security manager | 1 | - | 500 | 500 |
| Security staff | 8 | 16 | 30 | 3840 |
| Tech lead | 1 | - | 600 | 600 |
| Tech coordinator | 4 | - | 400 | 1600 |
| IT Tester | 1 | - | 400 | 400 |
| Ticket collectors/ crowd control | 10 | 16 | 18 | 2880 |
| Setup/teardown personnel | 10 | 16 | 18 | 2880 |
| **TOTAL** | 40 | 69 |  | $15,270.00 |

Ryerson Theatre:

* + **9:00 AM – 9:30 AM:** Precheck overnight arrangements. Staff attendance.
  + **9:35 AM – 10:00 AM:** Arrange for the entrance of incoming customers. Opening entrance for the customers. Entertaining activities for early arrivals for all age groups. Check for stalls to open.
  + **10:00 AM – 11:30 AM:** Inaugural function session.

*( Awareness session regarding Canadian film festival, events during the day, important sessions in the coming days )*

* + **11:30 AM – 12:00 PM:** Assisting incoming crowd. Setup time for the forthcoming film screening. Technical equipment checks.
  + **12:00 PM – 2:03 PM:** Gala presentation - LOVING by J. Nichols.
  + **2:03 PM – 2:25 PM:** Assisting the crowd leaving the theatre. Teardown time.
  + **2:25 PM – 3:15 PM:** Assisting incoming crowd. Setup time for the forthcoming film screening. Technical equipment checks.
  + **3:15 PM – 5:13 PM**: Screening of the film – PATERSON by J. Jarmusch.
  + **5:13 PM – 5:30 PM:** Assisting the crowd leaving the theatre. Teardown time.
  + **5:30 PM – 6:15 PM:** Assisting incoming crowd. Setup time for the forthcoming film screening. Technical equipment checks.
  + **6:15 PM – 7:40 PM**: Screening of the film – BLUE JAY by A. Lehmann
  + **7:40 PM – 8:10 PM:** Assisting the crowd leaving the theatre. Teardown time.
  + **8:10 PM – 8:45 PM:** Assisting incoming crowd. Setup time for the forthcoming film screening. Technical equipment checks.
  + **8:45 PM – 10:48 PM**: Screening of the film –BLACK MIRROR: SAN JUNIPERO & NOSEDIVE by C. Brooker
  + **10:48 PM – 11:15 PM:** Assisting the crowd leaving the theatre. Teardown time.
  + **11:15 PM – 11:59 PM:** Assisting incoming crowd. Setup time for the forthcoming film screening. Technical equipment checks.
  + **11:59 PM – 1:37 AM**: Screening of the film – RAW by J. Ducournau
  + **1:37 AM – 2:30 AM:** Assisting the crowd leaving the theatre. Closing ceremony. Teardown activity. Final checks towards closure of the day.

Resource allocation:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Personnel** | **Amount** | **Hours** | **PPH/PPD** | **Total Pay** |
| Event manager/executive | 1 | - | 650 | 650 |
| Event coordinators | 3 | 18 | 30 | 1620 |
| Security manager | 1 | - | 500 | 500 |
| Security staff | 15 | 18 | 30 | 8100 |
| Tech lead | 1 | - | 600 | 600 |
| Tech coordinator | 4 | - | 400 | 1600 |
| Tech equipment Tester | 1 | - | 400 | 400 |
| Ticket collectors/ crowd control | 15 | 18 | 18 | 4860 |
| Setup/teardown personnel | 10 | 18 | 18 | 3240 |
| **TOTAL** | 51 | 77 |  | $21,570.00 |

Isabel Bader Theatre:

* + **3:00 PM – 3:30 PM:** Precheck overnight arrangements. Staff attendance.
  + **3:30 PM – 3:45 AM:** Arrange for the entrance of incoming customers. Opening entrance for the customers. Entertaining activities for early arrivals for all age groups. Check for stalls to open.
  + **3:45 AM – 5:00 PM:** Inaugural function session.

*( Awareness session regarding Canadian film festival, events during the day, important sessions in the coming days )*

* + **5:00 PM – 5:30 PM:** Assisting incoming crowd. Setup time for the forthcoming film screening. Technical equipment checks.
  + **5:30 PM – 7:21 PM:** Screening of film – ORPHAN by A. des Pallieres
  + **7:21 PM – 7:45 PM:** Assisting the crowd leaving the theatre. Teardown time.
  + **7:45 PM – 8:45 PM:** Awareness session about the international films and the screening of *“Okafor’s law”.* Setup activity for the same. Assisting the incoming crowd entering the theatre.
  + **8:45 PM – 10:35 PM:** Screening of international film – OKAFOR’s LAW, by O. Oboli
  + **10:35 PM – 11:00 PM:** Assisting the crowd leaving the theatre.
  + **10:45 PM – 11:45 PM**: Closing ceremony. Assisting the crowd leaving the theatre. Teardown activity.
  + **11:50 PM – 1:00 AM:** Final checks towards closure of the day.

Resource allocation:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Personnel** | **Amount** | **Hours** | **PPH/PPD** | **Total Pay** |
| Event manager/executive | 1 | - | 650 | 650 |
| Event coordinators | 3 | 10 | 30 | 900 |
| Security manager | 1 | - | 500 | 500 |
| Security staff | 15 | 10 | 30 | 4500 |
| Tech lead | 1 | - | 600 | 600 |
| Tech coordinator | 4 | - | 400 | 1600 |
| Tech equipment Tester | 1 | - | 400 | 400 |
| Ticket collectors/ crowd control | 15 | 10 | 18 | 2700 |
| Setup/teardown personnel | 10 | 10 | 18 | 1800 |
| **TOTAL** | 51 | 45 |  | $13,650.00 |

Hot Docs Ted Rogers Cinema:

* + **7:45 AM – 8:30 AM:** Precheck overnight arrangements. Staff attendance.
  + **8:30 AM – 9:00 AM:** Assisting the crowd entering the Cinema. Setup time for the upcoming screening. Technical equipment checks.
  + **9:00 AM – 10:52 AM:** Screening of the Documentary – THE IVORY GAME by K. Davidson and R. Ladkani.
  + **10:52 AM – 11:15 AM:** Teardown time. Assisting leaving crowd.
  + **11:15 AM – 11:45 AM:** Assisting incoming crowd. Setup time for the forthcoming film screening. Technical equipment checks.
  + **11:45 AM – 1:18 PM:** Screening of the film – UNLESS by A. Gilsenan

(Arrangement for food facility during the presentation)

Welcoming crowd incoming for further screenings

* + **1:18 PM – 1:40 PM:** Teardown activity. Assisting the crowd leaving the theatre.
  + **1:40 PM – 2:15 PM:** Assisting the crowd entering the theatre if any. Technical equipment checks. Setup time for the upcoming screening.
  + **2:15 PM – 3:43 PM:** Screening of the film – KATIE SAYS GOODBYE by W. Roberts
  + **3:43 PM – 4:10 PM:** Assisting the leaving entering the theatre if any. Teardown time.
  + **4:10 PM -- 4:45 PM:** Assisting the crowd entering the Cinema. Setup time for the upcoming screening. Technical equipment checks.
  + **4:45 PM – 6:18 PM:** Screening of film – WITHOUT NAME by L. Finnegan
  + **6:18 PM – 6:45 PM:** Assisting the leaving entering the theatre if any. Teardown time.
  + **6:45 PM – 7:15 PM:** Assisting the crowd entering the Cinema. Setup time for the upcoming screening. Technical equipment checks.
  + **7:15 PM – 8:43 PM:** Screening of film – PREVENGE by A. Lowe
  + **8:43 PM – 9:15 PM:** Assisting the leaving/entering the theatre if any. Teardown time.
  + **9:15 PM – 9:45 PM:** Assisting the crowd entering the Cinema. Setup time for the upcoming screening. Technical equipment checks.
  + **9:45 PM – 11:20 PM:** Screening of film – THE STAIRS by H. Gibson
  + **11:20 PM – 11:45 PM:** Assisting the leaving entering the theatre if any. Teardown time.
  + **11:45 PM – 1:00 AM:** Closing ceremony. Assisting the crowd leaving the theatre. Teardown activity.
  + **12:45 PM – 1:30 AM:** Final checks towards closure of the day.

Resource allocation:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Personnel** | **Amount** | **Hours** | **PPH/PPD** | **Total Pay** |
| Event manager/executive | 1 | - | 650 | 650 |
| Event coordinators | 3 | 18 | 30 | 1620 |
| Security manager | 1 | - | 500 | 500 |
| Security staff | 15 | 18 | 30 | 8100 |
| Tech lead | 1 | - | 600 | 600 |
| Tech coordinator | 4 | - | 400 | 1600 |
| Tech equipment Tester | 1 | - | 400 | 400 |
| Ticket collectors/ crowd control | 15 | 18 | 18 | 4860 |
| Setup/teardown personnel | 10 | 18 | 18 | 3240 |
| **TOTAL** | 51 | 77 |  | $21,570.00 |

Jackman Hall (AGO)

* + **7:45 AM – 8:30 AM:** Precheck overnight arrangements. Staff attendance.
  + **8:30 AM – 9:00 AM:** Assisting the crowd entering the Cinema. Setup time for the upcoming screening. Technical equipment checks.
  + **9:00 AM – 10:33 AM:** Screening of the film – MIMOSAS by O. Laxe.
  + **10:52 AM – 11:15 AM:** Teardown time. Assisting leaving crowd.
  + **11:15 AM – 11:45 AM:** Assisting incoming crowd. Setup time for the forthcoming film screening. Technical equipment checks.
  + **11:45 AM – 12:57 PM:** Screening of the film – KEKSZAKALLU by G. Solnicki.

(Arrangement for food facility during the presentation)

Welcoming crowd incoming for further screenings

* + **12:57 PM – 1:30 PM:** Assisting the crowd leaving the theatre. Teardown time.
  + **1:30 PM – 2:00 PM:** Assisting the crowd entering the hall.
  + **2:30 PM – 3:27 PM:** Screening of film – WHITE SUN by D. Rauniyar. Technical equipment checks. Setup time for the upcoming screening.
  + **3:27 PM – 4:00 PM:** Assisting the crowd leaving the theatre. Teardown time.
  + **4:00 PM – 4:45 PM:** Assisting the crowd entering the hall if any.
  + **4:45 PM – 6:15 PM:** Screening of the film – SAFARI by U. Seidl
  + **6:15 PM – 6:45 PM:** Assisting the crowd leaving the theatre. Teardown time.
  + **6:45 PM – 7:15 PM:** Assisting the crowd entering the hall if any.
  + **7:15 PM – 8:43 PM:** Screening of film – PREVENGE by A. Lowe

(Arrangement for food facility during the presentation)

* + **8:43 PM – 9:15 PM:** Assisting the crowd leaving the theatre. Teardown time.
  + **9:15 PM – 9:45 PM:** Assisting the crowd entering the hall if any.
  + **9:45 PM – 11:20 PM:** Screening of film – THE STAIRS by H. Gibson
  + **11:20 PM – 11:45 PM:** Teardown activity. Assisting the crowd leaving the theatre
  + **11:30 PM – 1:00 AM:** Closing ceremony. Awareness activity about the forthcoming event of the festival. Teardown activity.
  + **1:00 AM -- 2:00 AM:** Final check before closure of the day.

Resource allocation:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Personnel** | **Amount** | **Hours** | **PPH/PPD** | **Total Pay** |
| Event manager/executive | 1 | - | 650 | 650 |
| Event coordinators | 3 | 19 | 30 | 1710 |
| Security manager | 1 | - | 500 | 500 |
| Security staff | 15 | 19 | 30 | 8550 |
| Tech lead | 1 | - | 600 | 600 |
| Tech coordinator | 4 | - | 400 | 1600 |
| Tech equipment Tester | 1 | - | 400 | 400 |
| Ticket collectors/ crowd control | 15 | 19 | 18 | 5130 |
| Setup/teardown personnel | 10 | 19 | 18 | 3420 |
| **TOTAL** | 51 | 81 |  | $22,560.00 |

**TIFF Bell Lightbox 1:**

* + **8:00 AM – 8:45 AM:** Precheck overnight arrangements. Staff attendance.
  + **8:45 AM – 9:10 AM:** Opening session. Assisting incoming customers. Security checks.
  + **9:10 AM – 9: 30 AM:** Assisting incoming crowd. Ticket checks. Setup time for upcoming screening.
  + **9:30 AM – 11:41 AM:** Screening of the film – DAGUERROTYPE by K. Kurosawa.
  + **11:41 AM – 12:15 PM:** Assisting the crowd leaving the theatre. Teardown activity.
  + **12:15 PM – 12:45 PM:** Assisting the incoming crowd. Setup time for the film.
  + **12:45 PM – 2:07 PM:** Screening of the film – TRAMPS by A. Leon
  + **2:07 PM – 2:35 PM:** Assisting the crowd leaving the theatre. Teardown activity.
  + **2:35 PM – 3:30 PM:** Entertaining activities for the crowd staying for further screening and the incoming crowd. Assisting the crowd incoming to the event. Setup time for upcoming screening.
  + **3:20 PM – 3:45 PM:** Assisting the crowd entering the Hall.Setup time for upcoming screening. Tech equipment checks.
  + **3:45 PM – 5:59 PM:** Screening of the film – SWEET DREAMS by M. Bellocchio.
  + **5:59 PM – 6:30 PM:** Assisting the crowd leaving the theatre. Teardown activity of the screening.
  + **6:30 PM – 7:00 PM:** Assisting the crowd incoming to the event. Setup time for upcoming screening.
  + **7:00 PM – 8:33 PM:** Screening of the film – ANATOMY OF VIOLENCE by D. Mehta
  + **8:33 PM – 9:00 PM:** Assisting the crowd leaving the theatre. Teardown activity of the screening.
  + **9:00 PM – 9:30 PM:** Assisting the crowd incoming to the event. Setup time for upcoming screening.
  + **9:30 PM – 11:18 PM:** Screening of the film – NERUDA by P. Larrain
  + **11:18 PM – 12:45 PM:** Assisting the crowd leaving the theatre. Teardown activity.
  + **12:45 PM – 1:45 PM:** Closing ceremony. Teardown activity.
  + **1:45 PM – 2:30 PM:** Final checks before closure of the event.

Resource allocation:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Personnel** | **Amount** | **Hours** | **PPH/PPD** | **Total Pay** |
| Event manager/executive | 1 | - | 650 | 650 |
| Event coordinators | 3 | 20 | 30 | 1800 |
| Security manager | 1 | - | 500 | 500 |
| Security staff | 15 | 20 | 30 | 9000 |
| Tech lead | 1 | - | 600 | 600 |
| Tech coordinator | 4 | - | 400 | 1600 |
| Tech equipment Tester | 1 | - | 400 | 400 |
| Ticket collectors/ crowd control | 15 | 20 | 18 | 5400 |
| Setup/teardown personnel | 10 | 20 | 18 | 3600 |
| **TOTAL** | 51 | 85 |  | $23,550.00 |

TIFF Bell Lightbox 2:

* + **8:00 AM – 8:45 AM:** Precheck overnight arrangements. Staff attendance.
  + **8:45 AM – 9:15 AM:** Assisting the incoming crowd. Awareness session on forthcoming event of the day. Safety/Security checks.
  + **9:15 AM – 10:55 AM:** Screening of the film – BOUNDARIES by C. Robichaud.
  + **10:55 AM – 11:15 AM:** Assisting the crowd leaving the hall.Entertainment, Food stalls opening.
  + **11:15 AM – 12:00 AM:** Entertaining activities for the crowd waiting for the upcoming screenings.
  + **11:50 AM – 12:15 PM:** Assisting the crowd entering the hall for the screening. Ticket checks.
  + **12:15 PM – 1:53 PM:** Screening of the film – LAYLA M. by M. de Jong
  + **1:53 PM – 2:20 PM:** Assisting the crowd leaving the hall. Teardown activity.
  + **2:20 PM – 3:00 PM:** Setup time for the upcoming screening.Assisting the crowd entering the hall.
  + **3:00 PM – 4:50 PM:** Screening of the film – PAST LIFE by A. Nesher
  + **4:50 PM – 5:15 PM:** Assisting the crowd leaving the theatre. Teardown activity.
  + **5:00 PM – 9:15 PM:** Entertaining activity sessions for the crowd staying in/incoming for further screenings. Awareness session regarding the forthcoming days and events of the festival. Popularizing the brand name.
  + **9:15 PM -- 9:45 PM:** Assisting the crowd entering the hall for the screening. Setup time for the same. Tech equipment checks.
  + **9:45 PM – 11:35 PM:** Screening of the film – SAMI BLOOD by A. Kernell
  + **11:35 PM – 12:00 PM:** Assisting the crowd leaving the hall. Teardown time. Feedback collection.
  + **11:45 PM – 1:00 AM:** Closing ceremony. Final checks.
  + **1:00 AM -- 1:30 AM:** Final checks before closure of the day.

Resource allocation:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Personnel** | **Amount** | **Hours** | **PPH/PPD** | **Total Pay** |
| Event manager/executive | 1 | - | 650 | 650 |
| Event coordinators | 3 | 17 | 30 | 1530 |
| Security manager | 1 | - | 500 | 500 |
| Security staff | 15 | 17 | 30 | 7650 |
| Tech lead | 1 | - | 600 | 600 |
| Tech coordinator | 4 | - | 400 | 1600 |
| Tech equipment Tester | 1 | - | 400 | 400 |
| Ticket collectors/ crowd control | 15 | 17 | 18 | 4590 |
| Setup/teardown personnel | 10 | 17 | 18 | 3060 |
| **TOTAL** | 51 | 73 |  | $20,580.00 |

TIFF Bell Lightbox 3:

* + **8:30 AM – 9:00 AM:** Precheck overnight arrangements. Staff attendance.
  + **9:00 AM – 10:15 AM:** Inaugural function session**.** Assisting the incoming crowd. Awareness session on forthcoming event of the day. Safety/Security checks.

*( Awareness session regarding Canadian film festival, events during the day, important sessions in the coming days )*

* + **10:00 AM – 10:30 AM:** Assisting incoming crowd for the upcoming screening.
  + **10:30 AM – 12:06 PM:** Screening of the film – IN BETWEEN by M. Hamoud
  + **12:06 PM – 12:36 PM:** Extended Q&A session regarding the previous screening. Possible teardown activity.
  + **12:36 PM – 12:50 PM:** Assisting the crowd leaving the hall. Teardown activity. Setup time for upcoming screening.
  + **12:50 PM – 1:15 PM:** Assisting the entrance of incoming crowd. Setup time.
  + **1:15 PM – 2:27 PM:** Screening of the film – IN EXILE by T. Win Naing
  + **2:27 PM – 2:50 PM:** Assisting the crowd leaving the hall. Teardown activity. Setup time for upcoming screening.
  + **2:50 PM – 3:30 PM:** Assisting the entrance of incoming crowd. Setup time.
  + **3:30 PM – 5:31 PM:** Screening of the film – ONE AGAIN by A. Gopalakrishnan.
  + **5:31 PM – 6:00 PM:** Assisting the crowd leaving the hall. Teardown activity. Setup time for upcoming screening.
  + **6:00 PM – 6:45 PM:** Assisting the entrance of incoming crowd. Setup time.
  + **6:45 PM – 8:26 PM:** Screening of the film – MARIJA by M. Koch
  + **8:26 PM – 8:50 PM:** Assisting the crowd leaving the hall. Teardown activity. Setup time for upcoming screening.
  + **8:50 PM – 9:45 PM:** Assisting the entrance of incoming crowd. Setup time.
  + **9:45 PM – 11:11 PM:** Screening of the film – THE DREAMED PATH by A. Schanelec
  + **11:11 PM – 11:45 PM:** Assisting the crowd leaving the hall. Teardown activity. Setup time for upcoming screening.
  + **11:45 PM – 1:00 AM:** Closing ceremony. Final checks.
  + **1:00 AM -- 1:30 AM:** Final checks before closure of the day.

Resource allocation:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Personnel** | **Amount** | **Hours** | **PPH/PPD** | **Total Pay** |
| Event manager/executive | 1 | - | 650 | 650 |
| Event coordinators | 3 | 17 | 30 | 1530 |
| Security manager | 1 | - | 500 | 500 |
| Security staff | 15 | 17 | 30 | 7650 |
| Tech lead | 1 | - | 600 | 600 |
| Tech coordinator | 4 | - | 400 | 1600 |
| Tech equipment Tester | 1 | - | 400 | 400 |
| Ticket collectors/ crowd control | 15 | 17 | 18 | 4590 |
| Setup/teardown personnel | 10 | 17 | 18 | 3060 |
| **TOTAL** | 51 | 73 |  | $20,580.00 |

TIFF Bell Lightbox 4:

* + **8:00 AM – 8:45 AM:** Precheck overnight arrangements. Staff attendance.
  + **8:45 AM – 9:00 AM:** Assisting the incoming crowd. Awareness session on forthcoming event of the day. Safety/Security checks.
  + **9:00 AM – 10:46 PM:** Screening of the film – HUNTING FLIES by I. Aliu
  + **10:46 PM – 11:20 PM:** Assisting the crowd leaving the hall. Teardown activity. Setup time for upcoming screening.
  + **11:20 PM – 12:00 PM:** Assisting the entrance of incoming crowd. Setup time.
  + **12:00 PM – 1:55 PM:** Screening of the film – THE DEATH OF OUIS XIV by A. Serra
  + **1:55 PM – 2:30 PM:** Assisting the crowd leaving the hall. Teardown activity. Setup time for upcoming screening.
  + **2:30 PM – 3:15 PM:** Assisting the entrance of incoming crowd. Setup time.
  + **3:15 PM – 4:44 PM:** Screening of the film – THE DREAMED ONES by R. Beckermann
  + **4:44 PM – 5:10 PM:** Assisting the crowd leaving the hall. Teardown activity. Setup time for upcoming screening.
  + **5:10 PM – 6:15 PM:** Entertainment activities for the incoming customer sand the ones waiting for upcoming screenings.
  + **6:10 PM – 6:30 PM:** Assisting the entrance of incoming crowd. Setup time.
  + **6:30 PM – 7:41 PM:** Screening of the film – WAVELENGTHS 4.
  + **7:41 PM – 8:10 PM:** Assisting the crowd leaving the hall. Teardown activity. Setup time for upcoming screening.
  + **8:10 PM – 9:15 PM:** Assisting the entrance of incoming crowd. Setup time.
  + **9:15 PM – 10:48 PM:** Screening of the film – SHORT CUTS.
  + **10:48 PM – 11:20 PM:** Assisting the crowd leaving the hall. Teardown activity.
  + **11:00 PM – 1:30 AM:** Closing ceremony. Awareness activity about the forthcoming event of the festival. Teardown activity. Final checks.
  + **1:30 AM – 2:00 AM:** Final checks before the closure of the day.

Resource allocation:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Personnel** | **Amount** | **Hours** | **PPH/PPD** | **Total Pay** |
| Event manager/executive | 1 | - | 650 | 650 |
| Event coordinators | 3 | 18 | 30 | 1620 |
| Security manager | 1 | - | 500 | 500 |
| Security staff | 15 | 18 | 30 | 8100 |
| Tech lead | 1 | - | 600 | 600 |
| Tech coordinator | 4 | - | 400 | 1600 |
| Tech equipment Tester | 1 | - | 400 | 400 |
| Ticket collectors/ crowd control | 15 | 18 | 18 | 4860 |
| Setup/teardown personnel | 10 | 18 | 18 | 3240 |
| **TOTAL** | 51 | 77 |  | $21,570.00 |

Glenn Gould Studio:

* + **6:00 PM – 6:30 PM:** Precheck overnight arrangements. Staff attendance. Safety/Security checks.
  + **6:30 AM – 7:15 AM:** Assisting the incoming crowd. Repeat Safety/Security checks. Setup time for the conversation session.
  + **7:15 PM – 7:45 PM:** Expecting the arrival of Sonia Braga. Setup time for the studio arrangements.
  + **7:45 PM – 8:00 PM:** Final checks of technical equipment.
  + **8:00 PM – 9:30 PM:** Starting the event – IN CONVERSATION WITH SONIA BRAGA.
  + **9:30 PM – 9:45 PM:** Exit of the guest.
  + **9:30 PM – 10:00 PM:** Awareness session regarding futher events in Canadian film festival.
  + **10:00 PM – 10:30 PM:** Assisting the crowd leaving the Studio. Teardown activity.
  + **10:30 PM – 11:00 PM:** Meetings on planning for upcoming days and events. Teardown activity. Final checks before the closure of the day.

Resource allocation:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Personnel** | **Amount** | **Hours** | **PPH/PPD** | **Total Pay** |
| Event manager/executive | 1 | - | 650 | 650 |
| Event coordinators | 3 | 17 | 30 | 1530 |
| Security manager | 1 | - | 500 | 500 |
| Security staff | 15 | 17 | 30 | 7650 |
| Tech lead | 1 | - | 600 | 600 |
| Tech coordinator | 4 | - | 400 | 1600 |
| Tech equipment Tester | 1 | - | 400 | 400 |
| Ticket collectors/ crowd control | 15 | 17 | 18 | 4590 |
| Setup/teardown personnel | 10 | 17 | 18 | 3060 |
| **TOTAL** | 51 | 73 |  | $20,580.00 |

Scotiabank 1:

* + **3:00 PM – 3:45 PM:** Precheck overnight arrangements. Staff attendance. Safety/Security checks.
  + **3:45 PM – 4:45 PM:** Assisting incoming crowd. Inaugural function session for the event. Setup time for upcoming screening.
  + **4:45 PM – 5:15 PM:** Ticket checking for the upcoming event. Technical equipment check.
  + **5:15 PM – 7:19 PM:** Screening of the film – A QUIET PASSION by T. Davies.
  + **7:19 PM – 7:45 PM:** Assisting the crowd leaving the event. Teardown time of the previous screening.
  + **7:50 PM – 8:30 PM:** Assisting incoming crowd for upcoming screening. Setup time for the same. Equipment check.
  + **8:30 PM – 10:10 PM:** Screening of the film – I, DANIEL BLAKE by K. Loach
  + **10:10 PM – 10:30 PM:** Assisting the crowd leaving the theatre. Teardown activity.
  + **10:30 PM – 12:00 PM:** Closing ceremony of the function. Awareness session regarding upcoming event of the film festival. Developing brand name. Final checks before closure of the day.
  + **12:00 AM – 12:30 AM: Staff meetup for discussion on upcoming events.** Final checks before closure of the day.

Resource allocation:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Personnel** | **Amount** | **Hours** | **PPH/PPD** | **Total Pay** |
| Event manager/executive | 1 | - | 650 | 650 |
| Event coordinators | 3 | 10 | 30 | 900 |
| Security manager | 1 | - | 500 | 500 |
| Security staff | 15 | 10 | 30 | 4500 |
| Tech lead | 1 | - | 600 | 600 |
| Tech coordinator | 4 | - | 400 | 1600 |
| Tech equipment Tester | 1 | - | 400 | 400 |
| Ticket collectors/ crowd control | 15 | 10 | 18 | 2700 |
| Setup/teardown personnel | 10 | 10 | 18 | 1800 |
| **TOTAL** | 51 | 45 |  | $13,650.00 |

Scotiabank 2:

* + **2:00 PM – 2:45 PM:** Precheck overnight arrangements. Staff attendance. Safety/Security checks.
  + **2:45 PM – 3:45 PM:** Inaugural function session for the event. Setup Assisting incoming crowd. time for upcoming screening.
  + **3:45 PM – 4:15 PM:** Assisting incoming crowd for upcoming screening. Setup time for the same. Equipment check.
  + **4:15 PM – 5:45 PM:** Screening of the film – SOUVENIR by B. Defurne
  + **5:45 PM – 6:10 PM:** Assisting the crowd leaving the theatre. Teardown activity.
  + **6:10 PM -- 6:45 PM:** Assisting incoming crowd for upcoming screening. Setup time for the same. Equipment check.
  + **6:45 PM – 8:01 PM:** Screening of the film – THE B-SIDE: ELSA DORFMAN’S POTRAIT PHOTOGRAPHY by E. Morris
  + **8:01 PM – 8:40 PM:** Assisting the crowd leaving the theatre. Teardown activity.
  + **8:40 PM -- 9:15 PM:** Assisting incoming crowd for upcoming screening. Setup time for the same. Equipment check.
  + **9:15 PM – 10:50 PM:** Screening of the film – WULU by D. Coulibaly
  + **10:50 PM – 12:00 PM:** Closing ceremony of the function. Awareness session regarding upcoming event of the film festival. Developing brand name. Final checks before closure of the day.
  + **12:00 AM – 12:30 AM:** Crowd leaving. Staff meetup for discussion on upcoming events. Final checks before closure of the day.

Resource allocation:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Personnel** | **Amount** | **Hours** | **PPH/PPD** | **Total Pay** |
| Event manager/executive | 1 | - | 650 | 650 |
| Event coordinators | 3 | 11 | 30 | 990 |
| Security manager | 1 | - | 500 | 500 |
| Security staff | 15 | 11 | 30 | 4950 |
| Tech lead | 1 | - | 600 | 600 |
| Tech coordinator | 4 | - | 400 | 1600 |
| Tech equipment Tester | 1 | - | 400 | 400 |
| Ticket collectors/ crowd control | 15 | 11 | 18 | 2970 |
| Setup/teardown personnel | 10 | 11 | 18 | 1980 |
| **TOTAL** | 51 | 49 |  | $14,640.00 |

Scotiabank 3:

* + **1:00 PM – 1:45 PM:** Precheck overnight arrangements. Staff attendance. Safety/Security checks.
  + **1:45 PM – 3:00 PM:** Inaugural function session for the event. Setup Assisting incoming crowd. time for upcoming screening.
  + **3:00 PM – 3:30 PM:** Assisting incoming crowd for upcoming screening. Setup time for the same. Equipment check.
  + **3:30 PM – 5:03 PM:** Screening of the film – I AM NOT YOUR NEGRO by R. Peck
  + **5:03 PM – 5:30 PM:** Assisting the crowd leaving the theatre. Teardown activity.
  + **5:30 PM -- 6:15 PM:** Assisting incoming crowd for upcoming screening. Setup time for the same. Equipment check.
  + **6:15 PM – 7:47 PM:** Screening of the film – THE FURY OF A PATIENT MAN by R. Arevalo
  + **7:47 PM – 8:10 PM:** Assisting the crowd leaving the theatre. Teardown activity.
  + **8:10 PM -- 8:45 PM:** Assisting incoming crowd for upcoming screening. Setup time for the same. Equipment check.
  + **8:45 PM – 10:35 PM:** Screening of the film – HELLO DESTROYER by K. Funk
  + **10:35 PM – 12:00 PM:** Closing ceremony of the function. Awareness session regarding upcoming event of the film festival. Developing brand name. Final checks before closure of the day.
  + **12:00 AM – 12:30 AM:** Crowd leaving. Staff meetup for discussion on upcoming events. Final checks before closure of the day.

Resource allocation:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Personnel** | **Amount** | **Hours** | **PPH/PPD** | **Total Pay** |
| Event manager/executive | 1 | - | 650 | 650 |
| Event coordinators | 3 | 12 | 30 | 1080 |
| Security manager | 1 | - | 500 | 500 |
| Security staff | 15 | 12 | 30 | 5400 |
| Tech lead | 1 | - | 600 | 600 |
| Tech coordinator | 4 | - | 400 | 1600 |
| Tech equipment Tester | 1 | - | 400 | 400 |
| Ticket collectors/ crowd control | 15 | 12 | 18 | 3240 |
| Setup/teardown personnel | 10 | 12 | 18 | 2160 |
| **TOTAL** | 51 | 53 |  | $15,630.00 |

Scotiabank 4:

* + **3:00 PM – 3:45 PM:** Precheck overnight arrangements. Staff attendance. Safety/Security checks.
  + **3:45 PM – 4:45 PM:** Assisting incoming crowd. Inaugural function session for the event. Setup time for upcoming screening.
  + **4:45 PM – 5:35 PM:** Ticket checking for the upcoming event. Technical equipment check.
  + **5:35 PM – 7:13 PM:** Screening of the film – THE PATRIARCH by L. Tamahori.
  + **7:19 PM – 7:45 PM:** Assisting the crowd leaving the event. Teardown time of the previous screening.
  + **7:50 PM – 8:15 PM:** Assisting incoming crowd for upcoming screening. Setup time for the same. Equipment check.
  + **8:15 PM – 9:52 PM:** Screening of the film – THE BEAUTIFUL DAYS OF ARANJUEZ by W. Wenders
  + **9:52 PM – 10:20 PM:** Assisting the crowd leaving the theatre. Teardown activity.
  + **10:20 PM – 12:00 PM:** Closing ceremony of the function. Awareness session regarding upcoming event of the film festival. Developing brand name. Final checks before closure of the day.
  + **12:00 AM – 12:30 AM: Staff meetup for discussion on upcoming events.** Final checks before closure of the day.

Resource allocation:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Personnel** | **Amount** | **Hours** | **PPH/PPD** | **Total Pay** |
| Event manager/executive | 1 | - | 650 | 650 |
| Event coordinators | 3 | 10 | 30 | 900 |
| Security manager | 1 | - | 500 | 500 |
| Security staff | 15 | 10 | 30 | 4500 |
| Tech lead | 1 | - | 600 | 600 |
| Tech coordinator | 4 | - | 400 | 1600 |
| Tech equipment Tester | 1 | - | 400 | 400 |
| Ticket collectors/ crowd control | 15 | 10 | 18 | 2700 |
| Setup/teardown personnel | 10 | 10 | 18 | 1800 |
| **TOTAL** | 51 | 45 |  | $13,650.00 |

Scotiabank 5:

[ Resting day ]

Scotiabank 8:

* + **2:00 PM – 2:45 PM:** Precheck overnight arrangements. Staff attendance. Safety/Security checks.
  + **2:45 PM – 4:00 PM:** Inaugural function session for the event. Setup Assisting incoming crowd. time for upcoming screening.

*( Awareness session regarding Canadian film festival, events during the day, important sessions in the coming days )*

* + **4:00 PM – 4:30 PM:** Assisting incoming crowd for upcoming screening. Setup time for the same. Equipment check.
  + **4:30 PM – 6:00 PM:** Screening of the film – MISTER UNIVERSO by T. Covi and R. Frimmel
  + **6:00 PM – 6:30 PM:** Assisting the crowd leaving the theatre. Teardown activity.
  + **6:30 PM -- 7:15 PM:** Assisting incoming crowd for upcoming screening. Setup time for the same. Equipment check.
  + **7:15 PM – 8:46 PM:** Screening of the film – BEAUTIES OF THE NIGHT by M. J. Cuevas
  + **8:46 PM – 9:10 PM:** Assisting the crowd leaving the theatre. Teardown activity.
  + **9:10 PM -- 9:45 PM:** Assisting incoming crowd for upcoming screening. Setup time for the same. Equipment check.
  + **9:45 PM – 11:21 PM:** Screening of the film – APPRENTICE by Boo J.
  + **11:21 PM – 1:00 PM:** Closing ceremony of the function. Awareness session regarding upcoming event of the film festival. Developing brand name. Final checks before closure of the day.
  + **1:00 AM – 1:30 AM:** Crowd leaving. Staff meetup for discussion on upcoming events. Final checks before closure of the day.

Resource allocation:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Personnel** | **Amount** | **Hours** | **PPH/PPD** | **Total Pay** |
| Event manager/executive | 1 | - | 650 | 650 |
| Event coordinators | 3 | 12 | 30 | 1080 |
| Security manager | 1 | - | 500 | 500 |
| Security staff | 15 | 12 | 30 | 5400 |
| Tech lead | 1 | - | 600 | 600 |
| Tech coordinator | 4 | - | 400 | 1600 |
| Tech equipment Tester | 1 | - | 400 | 400 |
| Ticket collectors/ crowd control | 15 | 12 | 18 | 3240 |
| Setup/teardown personnel | 10 | 12 | 18 | 2160 |
| **TOTAL** | 51 | 53 |  | $15,630.00 |

Scotiabank 9:

* + **1:00 PM – 1:45 PM:** Precheck overnight arrangements. Staff attendance. Safety/Security checks.
  + **1:45 PM – 3:10 PM:** Inaugural function session for the event. Setup Assisting incoming crowd. time for upcoming screening.

*( Awareness session regarding Canadian film festival, events during the day, important sessions in the coming days )*

* + **3:10 PM – 3:45 PM:** Assisting incoming crowd for upcoming screening. Setup time for the same. Equipment check.
  + **3:45 PM – 5:12 PM:** Screening of the film – I AM THE PRETTY THING THAT LIVES IN THE HOURSE by O. Perkins
  + **5:12 PM – 5:40 PM:** Assisting the crowd leaving the theatre. Teardown activity.
  + **5:40 PM -- 6:15 PM:** Assisting incoming crowd for upcoming screening. Setup time for the same. Equipment check.
  + **6:15 PM – 7:51 PM:** Screening of the film – BUSTER’S MAL HEART by S. Smith
  + **7:51 PM – 8:20 PM:** Assisting the crowd leaving the theatre. Teardown activity.
  + **8:20 PM -- 9:00 PM:** Assisting incoming crowd for upcoming screening. Setup time for the same. Equipment check.
  + **9:00 PM – 10:52 PM:** Screening of the film – BOYS IN THE TREES by N. Verso
  + **10:52 PM – 12:30 PM:** Closing ceremony of the function. Awareness session regarding upcoming event of the film festival. Developing brand name. Final checks before closure of the day.
  + **12:30 AM – 1:00 AM:** Crowd leaving. Staff meetup for discussion on upcoming events. Final checks before closure of the day.

Resource allocation:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Personnel** | **Amount** | **Hours** | **PPH/PPD** | **Total Pay** |
| Event manager/executive | 1 | - | 650 | 650 |
| Event coordinators | 3 | 12 | 30 | 1080 |
| Security manager | 1 | - | 500 | 500 |
| Security staff | 15 | 12 | 30 | 5400 |
| Tech lead | 1 | - | 600 | 600 |
| Tech coordinator | 4 | - | 400 | 1600 |
| Tech equipment Tester | 1 | - | 400 | 400 |
| Ticket collectors/ crowd control | 15 | 12 | 18 | 3240 |
| Setup/teardown personnel | 10 | 12 | 18 | 2160 |
| **TOTAL** | 51 | 53 |  | $15,630.00 |

Scotiabank 10:

* + **1:00 PM – 1:45 PM:** Precheck overnight arrangements. Staff attendance. Safety/Security checks.
  + **1:45 PM – 3:10 PM:** Inaugural function session for the event. Setup Assisting incoming crowd. time for upcoming screening.
  + **3:10 PM – 3:45 PM:** Assisting incoming crowd for upcoming screening. Setup time for the same. Equipment check.
  + **3:45 PM – 5:12 PM:** Screening of the film – FOREVER PURE by M. Zinshtein
  + **5:12 PM – 5:40 PM:** Assisting the crowd leaving the theatre. Teardown activity.
  + **5:40 PM -- 6:15 PM:** Assisting incoming crowd for upcoming screening. Setup time for the same. Equipment check.
  + **6:15 PM – 7:51 PM:** Screening of the film – PARK by S. Exarchou
  + **7:51 PM – 8:20 PM:** Assisting the crowd leaving the theatre. Teardown activity.
  + **8:20 PM -- 9:00 PM:** Assisting incoming crowd for upcoming screening. Setup time for the same. Equipment check.
  + **9:00 PM – 10:05 PM:** Screening of the film – KATI KATI by M. Masya
  + **10:05 PM – 12:00 PM:** Closing ceremony of the function. Awareness session regarding upcoming event of the film festival. Developing brand name. Final checks before closure of the day.
  + **12:00 AM – 1:00 AM:** Crowd leaving. Staff meetup for discussion on upcoming events. Final checks before closure of the day.

Resource allocation:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Personnel** | **Amount** | **Hours** | **PPH/PPD** | **Total Pay** |
| Event manager/executive | 1 | - | 650 | 650 |
| Event coordinators | 3 | 12 | 30 | 1080 |
| Security manager | 1 | - | 500 | 500 |
| Security staff | 15 | 12 | 30 | 5400 |
| Tech lead | 1 | - | 600 | 600 |
| Tech coordinator | 4 | - | 400 | 1600 |
| Tech equipment Tester | 1 | - | 400 | 400 |
| Ticket collectors/ crowd control | 15 | 12 | 18 | 3240 |
| Setup/teardown personnel | 10 | 12 | 18 | 2160 |
| **TOTAL** | 51 | 53 |  | $15,630.00 |

Scotiabank 11:

* + **1:00 PM – 1:45 PM:** Precheck overnight arrangements. Staff attendance. Safety/Security checks.
  + **1:45 PM – 3:35 PM:** Inaugural function session for the event. Setup Assisting incoming crowd. time for upcoming screening.

*( Awareness session regarding Canadian film festival, events during the day, important sessions in the coming days )*

* + **3:35 PM – 4:00 PM:** Assisting incoming crowd for upcoming screening. Setup time for the same. Equipment check.
  + **4:00 PM – 5:56 PM:** Screening of the film – THE AINIMAL’S WIFE by V. Gaviria
  + **5:56 PM – 6:25 PM:** Assisting the crowd leaving the theatre. Teardown activity.
  + **6:25 PM -- 7:00 PM:** Assisting incoming crowd for upcoming screening. Setup time for the same. Equipment check.
  + **7:00 PM – 8:28 PM:** Screening of the film – TRANSPARENT SEASON 3 by J. Soloway
  + **8:28 PM – 8:50 PM:** Assisting the crowd leaving the theatre. Teardown activity.
  + **8:50 PM -- 9:30 PM:** Assisting incoming crowd for upcoming screening. Setup time for the same. Equipment check.
  + **9:30 PM – 11:06 PM:** Screening of the film – THE WEDDING RING by R. Keita
  + **11:06 PM – 12:30 PM:** Closing ceremony of the function. Awareness session regarding upcoming event of the film festival. Developing brand name. Final checks before closure of the day.
  + **12:30 AM – 1:00 AM:** Crowd leaving. Staff meetup for discussion on upcoming events. Final checks before closure of the day.

Resource allocation:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Personnel** | **Amount** | **Hours** | **PPH/PPD** | **Total Pay** |
| Event manager/executive | 1 | - | 650 | 650 |
| Event coordinators | 3 | 12 | 30 | 1080 |
| Security manager | 1 | - | 500 | 500 |
| Security staff | 15 | 12 | 30 | 5400 |
| Tech lead | 1 | - | 600 | 600 |
| Tech coordinator | 4 | - | 400 | 1600 |
| Tech equipment Tester | 1 | - | 400 | 400 |
| Ticket collectors/ crowd control | 15 | 12 | 18 | 3240 |
| Setup/teardown personnel | 10 | 12 | 18 | 2160 |
| **TOTAL** | 51 |  |  | $15,630.00 |

Scotiabank 12:

* + **4:00 PM – 4:45 PM:** Precheck overnight arrangements. Staff attendance. Safety/Security checks.
  + **4:45 PM – 6:00 PM:** Assisting incoming crowd. Inaugural function session for the event. Setup time for upcoming screening.
  + **6:00 PM – 6:30 PM:** Ticket checking for the upcoming event. Technical equipment check.
  + **6:30 PM – 7:50 PM:** Screening of the film – THE RED TURTLE by M. Dudok de Wit

(Arrangement for food facility during the presentation)

* + **7:50 PM – 8:15 PM:** Assisting the crowd leaving the event. Teardown time of the previous screening.
  + **8:15 PM – 9:00 PM:** Assisting incoming crowd for upcoming screening. Setup time for the same. Equipment check.
  + **9:00 PM – 11:38 PM:** Screening of the film – AMERICAN HONEY by A. Arnold

(Arrangement for food facility during the presentation)

* + **11:38 PM – 12:00 PM:** Assisting the crowd leaving the theatre. Teardown activity.
  + **12:00 AM – 12:45 AM:** Staff meetup for discussion on upcoming events. Final checks before closure of the day.

Resource allocation:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Personnel** | **Amount** | **Hours** | **PPH/PPD** | **Total Pay** |
| Event manager/executive | 1 | - | 650 | 650 |
| Event coordinators | 3 | 9 | 30 | 810 |
| Security manager | 1 | - | 500 | 500 |
| Security staff | 15 | 9 | 30 | 4050 |
| Tech lead | 1 | - | 600 | 600 |
| Tech coordinator | 4 | - | 400 | 1600 |
| Tech equipment Tester | 1 | - | 400 | 400 |
| Ticket collectors/ crowd control | 15 | 9 | 18 | 2430 |
| Setup/teardown personnel | 10 | 9 | 18 | 1620 |
| **TOTAL** | 51 |  |  | $12,660.00 |

Scotiabank 13:

* + **2:00 PM – 2:45 PM:** Precheck overnight arrangements. Staff attendance. Safety/Security checks.
  + **2:45 PM – 3:50 PM:** Inaugural function session for the event. Setup Assisting incoming crowd. time for upcoming screening.

*( Awareness session regarding Canadian film festival, events during the day, important sessions in the coming days )*

* + **3:50 PM – 4:15 PM:** Assisting incoming crowd for upcoming screening. Setup time for the same. Equipment check.
  + **4:15 PM – 5:47 PM:** Screening of the film – THE HAPPIEST DAY IN THE LIFE OF OLLI MAKI by J. Kuosmanen
  + **5:47 PM – 6:25 PM:** Assisting the crowd leaving the theatre. Teardown activity.
  + **6:25 PM -- 7:00 PM:** Assisting incoming crowd for upcoming screening. Setup time for the same. Equipment check.
  + **7:00 PM – 8:42 PM:** Screening of the film – JOE CINQUE’S CONSOLATION by S. Dounoukos

(Arrangement for food facility during the presentation)

* + **8:42 PM – 9:10 PM:** Assisting the crowd leaving the theatre. Teardown activity.
  + **9:10 PM -- 9:45 PM:** Assisting incoming crowd for upcoming screening. Setup time for the same. Equipment check.
  + **9:45 PM – 11:38 PM:** Screening of the film – FRANTZ by F. Ozon

(Arrangement for food facility during the presentation)

* + **11:38 PM – 1:00 PM:** Closing ceremony of the function. Awareness session regarding upcoming event of the film festival. Developing brand name. Final checks before closure of the day.
  + **1:00 AM – 1:30 AM:** Crowd leaving. Staff meetup for discussion on upcoming events. Final checks before closure of the day.

Resource allocation:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Personnel** | **Amount** | **Hours** | **PPH/PPD** | **Total Pay** |
| Event manager/executive | 1 | - | 650 | 650 |
| Event coordinators | 3 | 12 | 30 | 1080 |
| Security manager | 1 | - | 500 | 500 |
| Security staff | 15 | 12 | 30 | 5400 |
| Tech lead | 1 | - | 600 | 600 |
| Tech coordinator | 4 | - | 400 | 1600 |
| Tech equipment Tester | 1 | - | 400 | 400 |
| Ticket collectors/ crowd control | 15 | 12 | 18 | 3240 |
| Setup/teardown personnel | 10 | 12 | 18 | 2160 |
| **TOTAL** | 51 |  |  | $15,630.00 |

Scotiabank 14:

* + **1:00 PM – 1:45 PM:** Precheck overnight arrangements. Staff attendance. Safety/Security checks.
  + **1:45 PM – 3:15 PM:** Inaugural function session for the event. Setup Assisting incoming crowd. time for upcoming screening.

*( Awareness session regarding Canadian film festival, events during the day, important sessions in the coming days )*

* + **3:15 PM – 3:45 PM:** Assisting incoming crowd for upcoming screening. Setup time for the same. Equipment check.
  + **3:45 PM – 5:13 PM:** Screening of the film –AYITI MON AMOUR by G. Felin
  + **5:13 PM – 5:40 PM:** Assisting the crowd leaving the theatre. Teardown activity.
  + **5:40 PM -- 6:30 PM:** Entertaining activities for audience staying and coming in. Food stalls, games etc.
  + **6:20 PM -- 6:45 PM:** Assisting incoming crowd for upcoming screening. Setup time for the same. Equipment check.
  + **6:45 PM – 8:16 PM:** Screening of the film – SHORT CUTS by PROGRAMME 07
  + **8:16 PM – 9:00 PM:** Assisting the crowd leaving the theatre. Teardown activity.
  + **9:00 PM -- 9:15 PM:** Assisting incoming crowd for upcoming screening. Setup time for the same. Equipment check.
  + **9:15 PM – 10:47 PM:** Screening of the film – BEZNESS AS USUAL by A. Pitstra

(Arrangement for food facility during the presentation)

* + **10:47 PM – 1:00 PM:** Closing ceremony of the function. Awareness session regarding upcoming event of the film festival. Developing brand name. Final checks before closure of the day.
  + **1:00 AM – 1:30 AM:** Crowd leaving. Staff meetup for discussion on upcoming events. Final checks before closure of the day.

Resource allocation:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Personnel** | **Amount** | **Hours** | **PPH/PPD** | **Total Pay** |
| Event manager/executive | 1 | - | 650 | 650 |
| Event coordinators | 3 | 13 | 30 | 1170 |
| Security manager | 1 | - | 500 | 500 |
| Security staff | 15 | 13 | 30 | 5850 |
| Tech lead | 1 | - | 600 | 600 |
| Tech coordinator | 4 | - | 400 | 1600 |
| Tech equipment Tester | 1 | - | 400 | 400 |
| Ticket collectors/ crowd control | 15 | 13 | 18 | 3510 |
| Setup/teardown personnel | 10 | 13 | 18 | 2340 |
| **TOTAL** | 51 |  |  | $16,620.00 |