The final countdown

- [ ] Chase RSVPs and give every supplier your final numbers
- [ ] Finish your table plan if you're having one
- [ ] Send suppliers the timings, address, what3words and a contact number
- [ ] Confirm build and take-down dates with us and the landowner
- [ ] Ask for the grass to be cut a few days before we build but not last thing if it's going to rain - it'll cause a whole load of grassy mess!
- [ ] Let the neighbours know the date and music finish time
- [ ] Pick an on-the-day contact who isn't you!

Nearly there

- [ ] Watch the forecast and confirm your weather plan
- [ ] Check the field is ready: animals out, gates open, access clear
- [ ] Hand the site plan and timings to your on-the-day contact
- [ ] Light the way to the loos and bell tents with festoons or lanterns - or we can bring them too!
- [ ] Pack a kit: plasters, safety pins, umbrellas, wellies and torches
- [ ] Be there, or send someone, on build day

The big day & after

- [ ] Breathe — the hard work's done. Have the best day!
- [ ] Tell bell tent guests the check-out time for the morning
- [ ] Litter pick and recycle before take-down
- [ ] Return hired kit and leave the site as you found it
- [ ] Say thank you to the landowner and the neighbours
- [ ] Leave us a review — we'd love to hear how it went!

SITE CHECK

Is your field marquee-ready?

- [ ] Level ground, with no low branches overhead
- [ ] A gate and track wide enough for our vans
- [ ] No overhead cables or buried services where it goes
- [ ] Room all round for pegs and guy ropes
- [ ] Close enough to power, water and loos
- [ ] Parking that won't turn to mud in the rain

Questions? Just ask — we'll always say yes.

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