

# PRODUCTION PLANNING

## ACT Worksheet

### Primary Contact

Full Name: \_\_\_\_\_

Phone + email: \_\_\_\_\_

Course + instructor: \_\_\_\_\_



### Proposal

Attach dimensioned drawings, storyboard, visual references, and describe end results; what will we see, hear, experience?

### Action Required

#### Installation

If this is an installation, you must email the EHS Project/Exhibit Review Form to the Space Administrator and Fabrication Associate for advanced guidance

#### Event

If this is an event with over 100 attendees, alcohol, exchange of money, or significant non-MIT participation, it must be registered through Atlas ([web.mit.edu/eventguide/](http://web.mit.edu/eventguide/))

#### Make a Task Inventory

List total hours needed to complete each task

Graphic Design  
 Graphic Production  
 3D Design  
 Installation Design  
 Sound Design  
 Sound Production  
 Video Production  
 Video Post  
 Lighting Design  
 Structural Engineering  
 Electrical Engineering  
 Project Management  
 Event Management  
 Publicity  
 Documentation  
 Installation  
 Deinstallation

### Production Timeline

Planning Start	_____	Lock Plan	_____
Production Start	_____	Production End	_____
Installation Start	_____	Installation End	_____
Event Start	_____	Event End	_____
Deinstallation Start	_____	Deinstallation End	_____

### Budget

Funding Sources	\$ _____	Printing	\$ _____
	\$ _____	Shipping	\$ _____
Rental	\$ _____	Police Detail	\$ _____
Labor	\$ _____	Event Staff	\$ _____
Material	\$ _____	Documentation	\$ _____



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# Project/Exhibit Review Form

## PROJECT/ EXHIBIT REVIEW FORM

Exhibitor Name:

Department:

Professor/ Supervisor/ Sponsor:

Project Description (also fill in the applicable safety info below):

Date(s) and Time(s) that the exhibit/ project will be displayed :

Location of Exhibit:

If the space administrator approves this request, they will forward this to [safe-project@mit.edu](mailto:safe-project@mit.edu) [1] and copy the exhibitor. If the space can not be used, the space administrator will reply to the exhibitor.

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Exhibit Information reviewed by the Space Administrator and Safety Program

\_\_\_ Size: dimensions, at or above ground level, weight?

\_\_\_ What materials will be used and are these treated with fire retardant?

\_\_\_ Will it be constantly attended? Is it interactive?

\_\_\_ Any moving parts, sharp edges or points? How will these be protected?

\_\_\_ If electricity, pressure, etc will be used, how will it be de-energized and made safe?

\_\_\_ I plan to remove, dispose &/ or clean-up my project by (exhibitor fills in date)

Safety Program's recommendations:

\_\_\_ Move project to a safer location

\_\_\_ Requires Electrical Approval, forward to [sgilliga@PLANT.MIT.EDU](mailto:sgilliga@PLANT.MIT.EDU)

\_\_\_ Requires Structural Approval, forward to [kcollupy@plant.mit.edu](mailto:kcollupy@plant.mit.edu),

\_\_\_ Requires MIT Police Dept Approval/ Notification, forward to [cp-command@mit.edu](mailto:cp-command@mit.edu)

\_\_\_ Obtain a Permit from \_\_\_\_\_

\_\_\_ Other

Reviewed by (staff person's name) MIT Safety Program, EH&S Office (N52-496, phone x2-3477, fax x8-6831) (Safety Program will forward this request and copy the exhibitor.)

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Requirements of other departments:

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(When all approvals are completed, exhibitor & professor/ supervisor sign final message.)

EXHIBITOR STATEMENT: I understand the above requirements and will abide by them. I will post the original signed form next to/ on the exhibit. I will mail or fax a hard copy to the space administrator and the MIT Police Dept. I understand it is my responsibility to

remove, dispose of and/ or clean up all materials and to pay for any removal/cleaning costs if this is not done immediately after the exhibit.

SIGNATURE & DATE \_\_\_\_\_

PROFESSOR/ SUPERVISOR/ SPONSOR STATEMENT: To my knowledge, I certify that the above individual(s) has/have complied with all of the above requirements and conditions. I understand my responsibility to ensure the safety of this exhibit/ project.

SIGNATURE & DATE \_\_\_\_\_

Project/Exhibit Review Form

MIT EHS Office | Bldg. N52-496 | 77 Massachusetts Ave. | 02139-4307 | ext-2-EHSS |  
617.452.3477 | [environment@mit.edu](mailto:environment@mit.edu) | [Legal Disclaimer](#)

**Links:**

[1] <mailto:safe-project@mit.edu>

# Promote your event at ACT

**If you are hosting an event and need help with publicity, inform the communications coordinator a month in advance and meet with them to assess your needs.**

## What can the Communications Coordinator do?

- Integrate your announcement into ACT email communications
- ACT website event listing
- MIT calendar event listing
- Social media event listing and posts
- Advise on overall publicity of the event

## Submit Publicity Materials

### Required Info

Title of the event

Speaker(s)

Date

Time

Location

Description (150 words)

Image, caption, and signed release form if applicable

For exhibits, include reception date, time, opening/closing date, and gallery hours



1. Edit and proofread materials before submitting.
2. Email the following Required Info to **Public Programs and Communications Coordinator** [marissaf@mit.edu](mailto:marissaf@mit.edu).
3. Allow at least 3 weeks before the event to submit materials.  
**NOTE:** Only submit materials if the logistics and description of your event are confirmed. Inform communications as soon as possible if any details are changed to be reflected on the website and other media outlets. There is no guarantee that changes can be updated. Keep in mind that changing logistical details may compromise the size of your audience and overall reception of your event.

## Additional Publicity

### Posters

can be distributed on campus and emailed to other schools

### Online calendars

Big Red & Shiny, Boston.com, ArtsBoston.org, Event.mit.edu

### Social Media

create event on Facebook and Twitter to share with ACT followers

### SA+P gallery

[sap.mit.edu/resources/galleries/plazma\\_digital\\_gallery/](http://sap.mit.edu/resources/galleries/plazma_digital_gallery/)