Production brief

What each supplier builds, delivers and removes, written so that two suppliers would quote the same thing.

How to fill it in

1. Write each item with its size, material and quantity.
2. Mark each item: build, buy or rent. Name the supplier and the delivery date.
3. State the site rules: access times, power, what must be removed and by when.

Items One line for each thing that must arrive · How: Build · Buy · Rent · We have it

#	Item	Size and material	Quantity	How	On site by
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Site rules Access, power, removal

Sign-off Who approves the designs, and when

Before you move on

- [ ] Every item has a size, a quantity and a date.
- [ ] Two suppliers reading this would quote the same thing.
- [ ] Removal is in the brief, with a time.

THE RULE

Measurements in writing. A drawing a supplier cannot price is not a brief.

Source: GoldinKollar · how we plan and run our own team days and activations

Production brief

Worked example

The example is made up, to show a filled template: a delivery company marking its tenth anniversary. Replace it with your own.

Items One line for each thing that must arrive

#	Item	Size and material	Quantity	How	On site by
1	Start arch	4 m wide, 3 m high, printed fabric on a frame	1	Rent	Day before, 16:00
2	Numbered boxes	40 × 30 × 30 cm, printed card	80	Build	Two days before
3	Team wristbands	Ten colours, numbered	170	Buy	One week before
4	Sound system	Two speakers, two microphones, one mixer	1	Rent	Day before, 16:00

Site rules Access, power, removal

Access from 06:00 by the east gate. One 16-amp socket at each station. Everything removed by 18:00.

Sign-off Who approves the designs, and when

Designs approved by the People and Culture manager before production starts.