

# Event Run Sheet

Get the day out of one person's head and onto a page everybody can read, so the event does not stall when the organiser is dealing with something else.

The running order of the day, minute by minute, with a name against every item — the sheet the person holding the clipboard actually works from.

### PRINT IT, HAND IT OUT

An event plan that lives in one person's head fails the moment that person is dealing with something else. This sheet exists to be photocopied and handed out, so that everybody can see what happens next and who is doing it.

|                     |              |            |                      |                           |
|---------------------|--------------|------------|----------------------|---------------------------|
| Event               | Date         | Venue      | Event lead and phone |                           |
| Doors or gates open | Event starts | Event ends | Site clear by        | Emergency contact on site |

### RUNNING ORDER

| Time | What happens | Where | Who is responsible | Kit or cue needed | Done |
|------|--------------|-------|--------------------|-------------------|------|
|      |              |       |                    |                   |      |
|      |              |       |                    |                   |      |
|      |              |       |                    |                   |      |
|      |              |       |                    |                   |      |
|      |              |       |                    |                   |      |

### BEFORE DOORS OPEN

|                                                         |                                                                 |
|---------------------------------------------------------|-----------------------------------------------------------------|
| <input type="checkbox"/> Room or ground set out         | <input type="checkbox"/> First aid cover present and briefed    |
| <input type="checkbox"/> Sound and microphones tested   | <input type="checkbox"/> Fire exits clear and known             |
| <input type="checkbox"/> Signage and parking marshalled | <input type="checkbox"/> Volunteers briefed and know their slot |
| <input type="checkbox"/> Float counted and till ready   | <input type="checkbox"/> Contingency for weather agreed         |
| Debrief notes go to                                     | Next event                                                      |