

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

☐ Room or ground set out	☐ First aid cover present and briefed
☐ Sound and microphones tested	☐ Fire exits clear and known
☐ Signage and parking marshalled	☐ Volunteers briefed and know their slot
☐ Float counted and till ready	☐ Contingency for weather agreed
Debrief notes go to	Next event