**Run Sheet Example**

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| **Run Sheet - (EVENT NAME)** | | | | |
| **DATE** | **TIME** | **TASK** | **LOCATION** | **RESPONSIBLE PERSON** |
| 30/06/17 | 12noon | Pack van with event equipment |  | Event team |
| 01/07/17 | 8am | Arrive onsite | Park | Event team |
| 01/07/17 | 8am - 10am | Unload vehicles, put up marquees, signage | Park | Event team |
| 01/07/17 | 8am | Stage contractors bump in - Contact number: | Stage | Contractor |
| 01/07/17 | 10am | Food vendors - bump in commences | Park | Event manager + food vendors |
| 01/07/17 | 10am | Stage - sound check | Stage | Contractor |
| 01/07/17 | 12noon | All contractors & food vendor vehicles offsite | Park | Event team |
| 01/07/17 | 12noon | Complete safety checklist | Park | Event manager |
| 01/07/17 | 1pm | Event Start | Park |  |
| 01/07/17 | 1pm | Welcome | Stage | MC + stage manager (event team) |
| 01/07/17 | 1.15pm | First performer - Contact number: | Stage | Performer + stage manager (event team) |
| 01/07/17 | 2.00pm | Second performer - Contact number: | Stage | Performer + stage manager (event team) |
| 01/07/17 | 3.00pm | Third performer | Stage | Performer + stage manager (event team) |
| 01/07/17 | 4.00pm | Event concludes | Stage |  |
| 01/07/17 | 4.15pm | Event pack down commences | Park | Event team |
| 01/07/17 | 6.15pm | Bump out complete | Park | Event team |