Event run-of-show sheet

Plan an event minute by minute: setup, who does what, timings, supplies and the contact for each task.

NAME _____ DATE _____

EVENT _____ DATE _____

VENUE AND ROOM BOOKING NO. _____ LEAD ORGANIZER AND PHONE _____

Time	What happens	Who	Supplies	Done ☐

BEFORE THE DAY

- ☐ Room booked and confirmed
- ☐ Accessibility checked (entrance, washrooms, seating)
- ☐ Food ordered and dietary needs noted
- ☐ Setup and cleanup crew named
- ☐ Emergency exits and first-aid kit known