Run Sheet Template

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**Event title**

Venue

Date

Time

Approximately xx guests

|  |  |
| --- | --- |
| **Time** | **Activity** |
| 6.00amOr0600 | **BUMP IN**Staff arrive onsiteContractors bump in |
| 10.00amOr 1000 | **FINAL CHECK**Check water tapsCheck toilets clean and stockedNo slip, trip or fall hazards**STAGE**Sound checkQuick safety inspection |
| 10.30amOr 1030 | **Mandatory site briefing – 30 minutes**All staff, volunteers and contractors to meet at front of stage for a mandatory site briefing |
|  |  |
| 11.00amOr1100 | **Prepare for gates opening**Security in place Staff to information tentRadio checkFood vendors openAmusements ready to open |
| 11.30amOr1130 | **GATES OPEN TO PUBLIC** |
| 11.30amOr 1130  | **Guest arrival and registration**Random back checks on arrival |
|  | Performance set one – 30 minutes |
|  | Reset stage – 15 minutes |
|  | Performance set two – 30 minutes |
|  | Run order continued |
|  | Run order continued |
| 4.45pmOr 1645 | **15 minutes till event concludes** Call last drinks, last food service, Rides to close their lines and only take the remaining people, Start doing a ground sweep for rubbish and lost property |
| 5.00pmOr1700 | **GATES CLOSE TO PUBLIC** |
| 5.00pmOr 1700 | Security and staff sweep grounds to ensure no remaining public, lost property etc |
| 5.15pmor1715 | **Mandatory debrief – 15 minutes**All remaining staff, volunteers and contractors to meet at front of stage for a quick debrief and provides the security personnel and volunteers a chance to provide feedback as they may not be included the official debrief later. |
| 5.30pmOr1730 | **BUMP OUT**Contractors, amusements, food vendors etc permitted to move vehiclesRubbish sweep of grounds |

**Consider expanding the template to address other things relevant to your event**