Run Sheet Template

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**Event title**

Venue

Date

Time

Approximately xx guests

|  |  |
| --- | --- |
| **Time** | **Activity** |
| 6.00am  Or  0600 | **BUMP IN**  Staff arrive onsite  Contractors bump in |
| 10.00am  Or  1000 | **FINAL CHECK**  Check water taps  Check toilets clean and stocked  No slip, trip or fall hazards  **STAGE**  Sound check  Quick safety inspection |
| 10.30am  Or  1030 | **Mandatory site briefing – 30 minutes**  All staff, volunteers and contractors to meet at front of stage for a mandatory site briefing |
|  |  |
| 11.00am  Or  1100 | **Prepare for gates opening**  Security in place  Staff to information tent  Radio check  Food vendors open  Amusements ready to open |
| 11.30am  Or  1130 | **GATES OPEN TO PUBLIC** |
| 11.30am  Or 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 |
| 4.45pm  Or  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 |
| 5.00pm  Or  1700 | **GATES CLOSE TO PUBLIC** |
| 5.00pm  Or  1700 | Security and staff sweep grounds to ensure no remaining public, lost property etc |
| 5.15pm  or  1715 | **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. |
| 5.30pm  Or  1730 | **BUMP OUT**  Contractors, amusements, food vendors etc permitted to move vehicles  Rubbish sweep of grounds |

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