

# Event Run Sheet

<b>Event</b>	Date:
Client:	Agency rep: Contact number:

## Times

Time	Action	People	Requirements
13:00	<b>Set-up crew arrive onsite</b>  <b>AV, sound and lighting set-up</b> (supplied by venue)	Names here	<ul style="list-style-type: none"> <li>Help move tables and set up chairs</li> <li>Put up signage and decorations</li> <li>Set up lighting, sound and AV equipment</li> <li>Set out name cards</li> <li>Set up table for drinks</li> <li>Set up portable EFT-POS system and cashbox</li> </ul>
16:00	<b>Caterer arrives (food and alcohol)</b>	Company XYZ On-site manager: Name here	<ul style="list-style-type: none"> <li>Set up in room provided</li> <li>Go through run sheet</li> <li>Brief Manager on expectations for the event</li> </ul>
16:30	<b>Speaker arrives</b>	Name here	<ul style="list-style-type: none"> <li>Set out speaker's books on table</li> <li>Go through run sheet</li> <li>Test microphone and AV equipment</li> </ul>
17:00	<b>Guests arrive</b> <b>Mix 'n' mingle</b>	Names here	<ul style="list-style-type: none"> <li>Greet guests warmly</li> <li>Hand out information packs</li> <li>Offer to hang up coats</li> <li>Help to hand out name tags</li> <li>Serving staff to be mingling amongst guests with drinks and nibbles</li> </ul>
18:00	<b>Presentation begins</b>	MC: Name here	<ul style="list-style-type: none"> <li>Ask guests to be seated</li> <li>Warm welcome</li> <li>Formalities: bathrooms, emergency exits, cellphones on silent</li> <li>Introduce event</li> <li>Introduce sponsors</li> <li>Acknowledge important guests</li> <li>Brief overview of XYZ</li> <li>Speaker introduction</li> </ul>
18:15	<b>Speaker</b>	Speaker: Name here	<ul style="list-style-type: none"> <li>Main presentation</li> </ul>
19:00	<b>Wrap-up</b>	MC: Name here	<ul style="list-style-type: none"> <li>Thank speaker</li> <li>Opportunity to meet 'n' greet speaker</li> <li>Encourage purchase of speaker's books – speaker will sign each copy</li> <li>Thank everyone for coming</li> <li>Thank sponsors</li> <li>Reminder of next event</li> <li>Continue to mix 'n' mingle, food and beverages available</li> </ul>
20:00	<b>Last guests depart</b>	Names here	<ul style="list-style-type: none"> <li>Clean-up begins</li> <li>Put table and chairs back in place</li> <li>Remove rubbish</li> </ul>
21:00	<b>Last staff depart</b>		<ul style="list-style-type: none"> <li>Must vacate premises by 21:00 (9pm); lock up</li> </ul>

## Client Representative(s)

NAME	OFFICE NUMBER	MOBILE
<b>Main contact</b> / Name		
Name		
Name		
Name		

## Agency Staff

NAME / ROLE	OFFICE NUMBER	MOBILE
<b>Event organiser</b> / Name		
<b>MC</b> / Name		
<b>Client liaison</b> / Name		
<b>Speaker liaison</b> / Name		
<b>Supplier liaison</b> / Name		
<b>Guest welcoming</b> / Name		
<b>Set-up</b> / Names		
<b>Clean-up</b> / Names		

## Speaker / Entertainment

NAME / ROLE	OFFICE NUMBER	MOBILE
<b>Speaker</b> / Name		
<b>Manager</b> / Name		

## Suppliers

NAME / ROLE	COMPANY	OFFICE NUMBER	MOBILE
<b>Venue Manager</b> / Name Also responsible for AV, sound and lighting set-up			
<b>Catering Manager</b> / Name			