[EVENT NAME]

[DATE/TIME]

[LOCATION]

**[ORGANISATION NAME]**

**EVENT DAY RUNNING SHEET**

*This template is a guide. Rearrange, edit, add or remove headings in each section to suit your event requirements. Document created and developed by [Full Name] on behalf of [Organisation Name].*

**CONTACT LIST**

It is recommended to include all event staff, volunteers, contractors, vendors, speakers, emergency services contact details on this document for easy access.

| **Company Name** | **Services** | **On the Day** | |
| --- | --- | --- | --- |
| **Contact Name** | **Contact Number** |
| **Food Vendors** | | | |
| *Bobs Burgers* | *Burgers & fries* | *Bob Dylan* | *1234 567 890* |
|  |  |  |  |
|  |  |  |  |
| **Stage Performers/Speakers** | | | |
| *N/A* | *Soulful Vocalist* | *Breanna Davidson* | *1234 567 890* |
|  |  |  |  |
|  |  |  |  |
| **Contractors** | | | |
| *Stop & Go* | *Traffic management* | *Jason Smith* | *1234 567 890* |
| *Better Stages* | *Stage and marquees* | *Felicity Tork* | *1234 567 890* |
| *Secure Security* | *Security services* | *Sam Safety* | *1234 567 890* |
| *Neat & Tidy* | *Waste services* | *John Yusef* | *1234 567 890* |
| *Amusing Rides* | *Rides and games* | *Abby Dell* | *1234 567 890* |
| **Activities** | | | |
| *Colourful Faces* | *Face Painting* | *Jessie Singh* | *1234 567 890* |
|  |  |  |  |
|  |  |  |  |
| **VIP** |  |  |  |
| *Miss Ambassador* | *Keynote Speaker* | *Daisy Nguyen* | *1234 567 890* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**PACKING LIST**

All the tools and materials you will need on event day or additional items you need to collect prior to bump in and event day to help set up.

|  |  |  |
| --- | --- | --- |
| Item | Qty | Notes |
| *A-frames* |  |  |
| *Banners* |  |  |
| *Bollards* |  |  |
| *Batteries* |  |  |
| *Cable ties* |  |  |
| *Clipboards* |  |  |
| *Event Pack of all Documents* |  |  |
| *Double adapter* |  |  |
| *Extension cord* |  |  |
| *First Aid kit* |  |  |
| *Gaffer tape* |  |  |
| *Gloves* |  |  |
| *Hazard tape* |  |  |
| *Highlighters* |  |  |
| *Incident report forms* |  |  |
| *Masking tape* |  |  |
| *Measuring tape* |  |  |
| *Mobile phone charger* |  |  |
| *Pens* |  |  |
| *Permanent markers* |  |  |
| *Roll of garbage bags* |  |  |
| *Scissors* |  |  |
| *Signage* |  |  |
| *Wipes* |  |  |
|  |  |  |
|  |  |  |

**RUNNING SHEET**

This running sheet will be used by event staff to support the bump in and out of your event site. Please ensure all items are included in this schedule including infrastructure suppliers, vendors, contractors and team arrival and finish times. This document is an important reference for event staff to complete tasks, and when they require tasks to be completed by. Many event organisers often have a separate running sheet for stage programming for MC times, speeches, performance times, etc. Event staff and volunteers should always supervise contractors while on-site.

|  |  |  |  |
| --- | --- | --- | --- |
| **Start Time** | **End Time** |  | **Responsible Person** |
| **Pre-Event Day** | | | |
| *Friday 10/05/2021* | | | |
| *0900* | *1200* | *Stage bump in* | *Felicity Tork* |
| *1200* | *1400* | *Marquee bump in* | *Felicity Tork* |
| *1400* | *1500* | *Event Pack Printing* | *Event Staff* |
| *1400* | *1600* | *Amusement rides arrival and bump in* | *Abby Dell* |
| *1600* | *1700* | *Collection of decorations, signage, information* | *Event Staff* |
| *1800* | *2400* | *Security – asset protection starts* | *Sam Safety* |
| **Event Day** | | | |
| *Saturday 11/05/2021* | | | |
| *0000* | *0900* | *Security – asset protection finishes* | *Sam Safety* |
| *0900* | *-* | *AV bump in* |  |
| *0900* | *0930* | *Bins delivered to site* | *John Yusef* |
| *0930* | *1000* | *Apply waste signage to all bins* | *Event Staff* |
| *1000* | *1200* | *Food Vendor arrival and bump in* | *Event Staff* |
| *1100* | *1300* | *Stallholder Vendor arrival and bump in* | *Event Staff* |
| *1200* | *-* | *Traffic management commences* | *Jason Smith* |
| *1200* | *1400* | *Activities Vendors arrive and bump in* | *Event Staff* |
| *1545* | *1600* | *Bianca Festival arrival* | *Event Staff* |
| *1600* |  | *Event starts* |  |
| *1630* | *1700* | *Bianca Festival Keynote Speech* | *Event Staff* |
| *1700* | *2000* | *Stage Program continues* | *Event Staff* |
| *1800* | *1810* | *Waste and recycling bin checks* | *Event Staff* |
| *2000* | *-* | *Event finishes* |  |
| **Post Event** | | | |
| *2000* | *2200* | *Stage and marquee bump out* | *Felicity Tork* |
| *2000* | *2200* | *Vendor bump out* | *Event Staff* |
| *2200* | *2300* | *All waste collected and removed from site* | *John Yusef* |
| *2400* | *-* | *Traffic management finishes* | *Jason Smith* |