|  |  |
| --- | --- |
|  | [Event Name] |
| Venue |
| [Location] |
| [Date] |

**Runsheet**

| Timing | Description |
| --- | --- |
| [Time] | [Person responsible/notes] |
| [Time] | [Person responsible/notes] |
| [Time] | [Person responsible/notes] |
| [Time] | [Person responsible/notes] |
| [Time] | [Person responsible/notes] |
| [Time] | [Person responsible/notes] |
| [Time] | [Person responsible/notes] |

**Notes:**

|  |  |
| --- | --- |
| [Duty eg registration] | [Person responsible/notes] |
| [Duty, eg Trading table] | [Person responsible/notes] |
| [Duty, eg set up] | [Person responsible/notes] |
| [Duty eg Photographer] | [Person responsible/notes] |
| [Duty] | [Person responsible/notes] |
| [Duty] | [Person responsible/notes] |
| [Duty] | [Person responsible/notes] |

|  |  |
| --- | --- |
| **Contact List** |  |
| [Contact Name eg guest speaker] | [Phone Number] |
| [Contact Name, eg bus driver] | [Phone Number] |
| [Contact Name, eg media] | [Phone Number] |
| [Contact Name, eg venue] | [Phone Number] |