

TEMPLATE · RUN OF SHOW

Event run of show.

All programme items, responsibilities and notes on one sheet – for seminars, team events, parties or weddings.

EVENT	DATE	VENUE
LEAD	PARTICIPANTS	EMERGENCY CONTACT

1 Preparation & set-up

TIME	ITEM	OWNER	NOTES
	Team arrival and set-up		
	AV check: projector, sound, Wi-Fi		
	Catering set-up		
	Welcome and registration		

2 Programme

TIME	ITEM	OWNER	NOTES
	Welcome and opening		
	Coffee break		
	Lunch		
	Coffee break		

3 Closing & take-down

TIME	ITEM	OWNER	NOTES
	Closing round and feedback		
	Farewell		
	Take-down and handover to the venue		

4 Evening & other items

TIME	ITEM	OWNER	NOTES

TIP Plan generous buffers: programme items usually take 10–20 % longer than planned – especially breaks and room changes.

NOTES & CONTACTS ON THE DAY

Still looking for the right venue?

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