**EVENT RUN SHEET**

***(INSERT HERE: THE NAME OF YOUR GROUP)***

***(INSERT HERE: THE LOGO OF YOUR GROUP IF YOU HAVE ONE)***

|  |  |
| --- | --- |
| **EVENT NAME** | *(Insert here: the name of the event)* |
| **DATE AND TIME** | *(Insert here: the date and time of the event)* |
| **VENUE** | *(Insert here: the location of the event)* |
| **EVENT COORDINATOR** | *(Insert here: the name of the person that is responsible overall for running the event, AND their contact number)* |

**PART ONE: SETTING UP THE EVENT**

|  |  |  |  |
| --- | --- | --- | --- |
| **TIME** | **ACTION/TASK** | **WHO** | **NOTES** |
| *(Insert here: the time at which the action needs to occur)* | *(Insert here: the action/task that needs to be completed to set-up for the event)* | *(Insert here: the name of the person responsible for completing this action)* | *(Insert here: any special notes that will help to complete the action/task)* |
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|  |  |  |  |
|  |  |  |  |
|  | *(Add other rows if you identified extra actions to complete or remove rows if you didn’t have this many)* |  |  |

**PART TWO: RUNNING THE EVENT**

|  |  |  |  |
| --- | --- | --- | --- |
| **TIME** | **ACTION/TASK** | **WHO** | **NOTES** |
| *(Insert here: the time at which the action needs to occur)* | *(Insert here: the action/task that needs to be completed to run the actual event)* | *(Insert here: the name of the person responsible for completing this action)* | *(Insert here: any special notes that will help to complete the action/task)* |
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|  | *(Add other rows if you identified extra actions to complete or remove rows if you didn’t have this many)* |  |  |

**PART THREE: PACKING DOWN THE EVENT**

|  |  |  |  |
| --- | --- | --- | --- |
| **TIME** | **ACTION/TASK** | **WHO** | **NOTES** |
| *(Insert here: the time at which the action needs to occur)* | *(Insert here: the action/task that needs to be completed after the event has finished)* | *(Insert here: the name of the person responsible for completing this action)* | *(Insert here: any special notes that will help to complete the action/task)* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | *(Add other rows if you identified extra actions to complete or remove rows if you didn’t have this many)* |  |  |