Run Sheet day of the event

Time	Action/Tasks	Time (mins)	Who
	Collect keys for venue if required	10 mins	
	Confirm with Entertainment	5 mins	
	Pack cars	15 – 45 mins	
	Meet at Venue	5 mins	
	Volunteers Arrive	5 mins	
	Bump In Venue • Chairs • Tables • Table Decorations • Signage	1-2 hours	
	Set up Bar • Drinks • Glasses • Signage • Display License • Recycling/Rubbish Boxes • Ice • Cash Box	30 mins	
	Set up Box Office/Welcome Desk • Table • Cash Box • Door List • Tickets to Pick Up	10 mins	
	Set up Smokers Area if required	5 mins	
	Bump In Entertainment • Stage • Sound • Lighting	1-2 hours	
	Set up Extra Money Making Fundraising Activities • Tables • Prizes • Sheets/Forms/Raffle Books etc • Pens • Cash Tins • Money Collection Containers	10 – 30 mins	
	Sound Check	5 mins	
	Final Room Check – all good to go	5-10 mins	

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Time	Action/Tasks	Time (mins)	Who
	Doors Open		
	Patrons Arrive while background music is played	10 – 60 mins	
	Entertainment Arrives	5 mins	
	Patrons Seated	10 mins	
	Show Starts • See separate "Show Run Sheet"	45 – 60 mins	
	Show Interval	15 – 20 mins	
	Show recommences • See separate "Show Run Sheet	45 – 60 mins	
	Bump Out Entertainment • Stage • Sound • Lighting	45-60 mins	
	Bump Out – Venue Pack up Chairs and Tables Pack up Fundraising Activities Pack up Bar Pack up Signage	30 – 60 mins	
	Finalise, pack up and leave	10 mins	
	Must be out of venue by this time (if applicable)		
	Celebrate!	All night!	

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