

Tommy's Children's Carols

Example Event Day Planner



Time	Responsibility	Staffing	Notes
11.30am	Pick up snacks and napkins from supplier Collect table cloths from supplier	NAME	Gingerbread men and cupcakes, napkins
12pm	Access to church Organisers arrive		NAME brings wooden boards, platters, cups, napkins, kitchen roll, bin bags, tea, milk, sugar, water, jugs, reindeers, allergen tent cards, dustpan and brush
12pm – 3.30pm	Set-up trees, decorations, tables, place reserve signs, put green room items in rooms, position piano, check bathrooms, dustpan and brush for each area and kitchen roll in case of breakages		Reserve seating for the choir and guest speakers
1.30pm – 3.30pm	Set up lighting and sound		
3.00pm	Set up welcome room for guest readers and choir – plates of snacks, cups, jugs of water, tea bags, milk, sugar NAME to greet choir and guest readers as they arrive via side door and take to green room to leave things before being called through to rehearse		Food laid out, drinks accessible, bins clearly visible, allocated areas for each group – for coats etc.
3.00pm	Risk assessment Put up direction signs for toilets		
3.30pm	Pick up glasses and drinks from supplier		
3.45pm	Choir arrive and rehearse		NAME to meet and greet and settle
4pm	Help unload glasses and drinks Set up food tables / church set-up		Place tent cards with allergens next to food
4.00pm	NAME drops off chocolate brownies, cupcakes		
4.00pm	Children from drama group arrive		NAME meet and greet
4.15pm	Drama group rehearse		
5.00pm	NAME arrives with mince pies, panettone and napkins		
5.00pm	Volunteers arrive		Welcome and briefing from NAME show volunteers to their places
5.00pm	Photographer arrives		Pre-event photos
5.15pm	Reader sound-check Full walk through with all performers		
5.45pm	Everything ready		
	Refreshments served		
	Entrance – Tickets checked		
	Entrance - Programmes and candles		
5.55pm	Music starts – string quartet		
6.00pm	Guests arrive		
6.30pm	Guests ushered to take their seats		
6.40pm	String quartet stops, organ music starts		
6.40pm	Choirs and performers take their seats		NAMES to be seated by door so to be able to show people to the bathrooms.
6.45pm	Concert starts		
8.00pm	Concert ends		Organ music as guests leave
8.00pm	Bar and food available if any left over		
8.00pm	Tidy starts		
	Candles returned as guests leave		
	Parting donations		
	Final tidy		

Contacts:

Venue administrator

Lighting/sound

Vicar

Choir

