

EVENT SCHEDULE TEMPLATE

Adjust this copy of sample schedule for your event.

Print copies of the day's schedule to post on walls at your event so participants know what to expect during the event.

SAMPLE EVENT SCHEDULES

Below is a sample schedule for a Thrill Time set for 6:00pm. You can alter it to suit your needs.

Mandatory: participants must be present for 1-2 hours of rehearsal prior to Thrill Time.

Adjust the times accordingly for YOUR performance time in your time zone/ region/ city. You may need to start earlier or later. You may need more or less time for each stage depending on the number of participants you have attending.

This is made for approx. 200 people attending your event. If you have more, you should adjust the schedule to allow for more time to register people, dress rehearsal, costume & make-up, Sign-In and Sign-Out and post-event photos.

EVENT SCHEDULE SAMPLE

Start Time	End Time	Task	Duration
12:30pm	1:30pm	Check-in (make new sheet for this. Not registration forms, not sign-in sheets)	1 HR
1:30pm	2:15pm	Rehearsal	45 MIN.
2:15pm	2:30pm	Break	15 MIN.
2:30pm	3:15pm	Rehearsal	45 MIN.
3:15pm	4:15pm	Costume and make up	1 HR
4:15pm	5:00pm	Final dress rehearsal (4 runs minimum)	45 MIN.
5:00pm	6:00pm	Sign-In & Count-In (use extra time to do a dress rehearsal in the dance area)	1 HR
6:00pm EST (Toronto) time	6:06pm EST (Toronto) time	Show time	6 MIN. plus 4 min. for excitement
6:10pm	6:30pm	Photos	20 MIN.
6:30pm	7:30pm	Count-Out & Sign-Out	1 HR
7:30pm	8:30pm	Participants should be gone from venue	1 HR
8:30pm	8:45pm	Closing staff meeting	15 MIN.
8:45pm	9:00pm	Staff should clean everything and be gone.	15 MIN.

If you have more volunteers have several tables for groups to do their sign-in & sign-out then those two parts may not take one hour each. Also, if you have a lot of people you may want to assign a number of people to each table or team captain so they sign in and sign out with the same person/at the same table.

EVENT TEAM FOR THE DAY OF

(This is just a recommendation)

For the day of the event, you will need the following people to assist you:

- At least 10 volunteers
- 1 Lead Instructor
- Assistant instructors: 1 per 20 participants, but make sure you have more instructors than necessary – just in case someone cancels (last year one of our instructors found out on the morning of our event that her family planned a surprise birthday party for her!)
- 2 photographers or more
- 2 videographers or more
- 1 witness

You may need additional specialty volunteers for computer & webcam, etc.

In the Extra Tool Box, we have provided you with plenty of **INSTRUCTION** Documents and **CHECKLISTS** documents for all the major tasks for the BIG DAY that we could think of. These instructions/checklists are for you to use in delegating the tasks to team members for the day of the event, and to feel confident that your team has what they need to complete these important tasks.

Keep in mind: the documents in Extra Tool Box have not been updated for 2009. They are the documents used in 2008 events, so if there are inconsistencies in the 2008 Extra Tool Box documents make sure you comply with the TTW NEW RULES 2009 document.