**Event Run Sheet**

**Client:**

**Location:**

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| **Day, Date** |
| **Start** | **Finish** | **Duration** | **Venue** | **Room Set-up/Description** | **Responsibility** |
|  |  |  |  | Site inspection (conduct day before) |  |
|  |  |  |  | Bump in  |  |
|  |  |  |  | Room set (to be completed at least 30mins before event start time) |  |
|  |  |  |  | Food and beverage service to begin |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

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|  |  |  |  |  |  |

**Notes**

List any actions needing completion, or anything that needs to be actioned.

**Contacts**

List all contacts so that you will have a quick reference list available on the day.