[Insert organisation name/logo]

# EVENT RUNNING SHEET TEMPLATE

**[Insert event name]**

**[Insert venue]**

**[Insert day/date]**

**[Insert time]**

## Version control

|  |  |
| --- | --- |
| **Issued by** | **[insert allocated position]** |
| **Version date** | **[insert date]** |

## Distribution list

***🖌Note\****

*The distribution list includes all the people actively involved in the organisation or delivery of event. It is important to share this document with them to let them know of the event schedule on the day and other activities not included in the event program.*

*\*Please delete note before finalising this document.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Name initials** | **Organisation** | **Check ✓** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Running sheet

|  |  |  |
| --- | --- | --- |
| **Time** | **Action details** | **Responsible** |
| **[insert time]** | **[insert action/task]** | **[Insert name initials]** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |