[Company name]

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Event planning staff briefing sheet

Brief the team once, properly - roles, timings and contacts.

Event

Event	[Event name]
Date	[Date]
Call time	[Time]
Venue	[Venue]
Event manager	[Name and phone]

Key timings

[Doors, speeches, service, curfew]

Emergency info

[Exits, first aider, venue security contact]

Team roles

Role	Name	Responsibilities	Contact
[e.g. Front of house]	[name]	[guest arrival, seating]	[phone]

Sign-off

Briefed by	Date	