Bright Occasions Ltd

Event planning staff briefing sheet

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

Event

Event	Sarah Mitchell
Date	9 November 2026
Call time	10:30 am
Venue	Venue
Event manager	01632 960 123

Key timings

Doors, speeches, service, curfew

Emergency info

Exits, first aider, venue security contact

Team roles

Role	Name	Responsibilities	Contact
Front of house	Sarah Mitchell	guest arrival, seating	01632 960 123

Sign-off

Briefed by	Date	