[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Add or remove table rows to fit your needs. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Event planning timeline / run sheet

The event minute by minute - who does what, when, where.

Event	[Event name]
Date	[Date]

Run sheet

Time	Activity	Owner	Location	Notes
08:00	[e.g. vendor load-in]	[name]	[loading bay]	

Sign-off

Name	Signature	Date