# Name of event

## Event day, date, month, year and time

## Venue name and address

**Updated: Date**

| **Time** | **Activity** | **Responsibility** | **Location** |
| --- | --- | --- | --- |
| 9.00am | **Setup Venue*** Cleaning
* List all furniture
* Signage
* Lighting
 |  |  |
| 11.00am | **Catering Set up*** List equipment
 |  |  |
| 1.30pm | **Final room check and sign off** |  |  |
| 3.00pm | **AV Contractor on site** |  |  |
| 3.30pm | **Soundcheck*** Performer
 |  |  |
| 6.00pm | **Security commences*** Numbers and locations
 |  |  |
| 6.00pm | **Arrival of MC** * Arrival point and who meets them
* Review run sheet
 |  |  |
| 6.15pm | **Bar Opens*** Location
 |  |  |
| 6.15pm | **Arrival of guests*** Instructions
 |  |  |
| 6.45pm | **Call for guests to be seated** |  |  |
| 7.00pm | **MC** * Introduces themself
* Housekeeping – toilets, exits
 |  |  |
| 7.18pm | **Kaumātua*** Karakia and blessing of the Food
 |  |  |
| 7.20pm | **Entrée served to tables** |  |  |
| 8.15pm | **Mains served to table** |  |  |
| 8.30pm | **Musical Entertainment** * List performances
 |  |  |
| 9.15pm | **Dessert platters served to tables**  |  |  |
| 10.45pm | **Final call for drinks*** Bar closing at 11.00pm
 |  |  |
| 11.00pm | **Lounge Vacated** |  |  |
| 11.00am | **Bars close** |  |  |
| 11.15pm | **Venue Lock up** |  |  |

## Contacts:

| **Organisation** | **Name** | **Phone** |
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