# STAFF RUN SHEET

**EVENT Event name**

**DATE** Event date

**TIME** Time

**VENUE** Venue

**CONTACT** Contact

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| **TIME** | **ACTIVITY** | **RESPONSIBILITY** |
| Date | | |
| Time | **SETUP VENUE**  Registration desk:   * Name badges * List of attendees * Spare name badges * Stickers for dietary requirements * Label maker * Additional attendees template * Stationary box * Order of Proceedings (OOP) * Sign regarding photography * Form for people who do not wish for their photo to be taken * Staff run sheet   Signage:   * 1 x alumni banner at registration desk   AV:   * Test PowerPoint presenation * Test sound | Name |
| Time | Catering   * Caterer arrives * Sets up bar | Name |
| Time | Run through Order of Proceedings with speakers | Name |
| Time | Staff arrive | Name |