# STAFF RUN SHEET

**EVENT Event name**

**DATE** Event date

**TIME** Time

**VENUE** Venue

**CONTACT** Contact

|  |  |  |
| --- | --- | --- |
| **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  |