# Crew and roles

Who does what on the day, where they stand, and who they call.

## How to fill it in

1. List the roles the day needs before you list the people.
2. Put one name beside each role, with a call time and a station.
3. Brief the crew together, on site, before the first guest arrives.

**The crew** One line for each person on site

| # | Role | What they own | Name | Call time |
|---|---|---|---|---|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |
| 11 | | | | |
| 12 | | | | |

**How the crew talks** Radio channel or phone group

**Crew briefing** When, where, and what is rehearsed

**Before you move on**

- [ ] No role is held by two people, and no person holds two roles at the same time.
- [ ] The safety lead may stop a round without asking anyone.
- [ ] Every crew member has played their own station once.

THE RULE

**Every station has one voice. Every crew member has one job.**

Source: GoldinKollar · how we plan and run our own team days and activations

# Crew and roles

Worked example

The example is made up, to show a filled template: a delivery company marking its tenth anniversary. Replace it with your own.

### The crew
One line for each person on site

| # | Role | What they own | Name | Call time |
|---|---|---|---|---|
| 1 | Lead facilitator | Briefs each team, runs the game and calls the result | | 07:30 |
| 2 | Marshal | Meets the team, keeps the rules and the safety, resets the station | | 07:30 |
| 3 | Sound and screens | Sound, screens and every cue on the run of show | | 07:00 |
| 4 | Safety lead | May stop any round. Knows the first-aid point and the exits. | | 07:00 |
| 5 | Host | Opening, the horn, results and the close | | 09:00 |
| 6 | Photo and film | The shot list: every station, every team, the group photo | | 09:00 |
| 7 | Registration | Wristbands, team lists, late arrivals | | 09:00 |
| 8 | Runner | Water, spare kit, and anything a station asks for | | 07:00 |

### How the crew talks
Radio channel or phone group

Radio channel 3. Phone group as a backup. Safety lead answers first.

### Crew briefing
When, where, and what is rehearsed

09:30 at the stage. Every station runs one test round with the crew as players.