Run of show

The whole day, minute by minute, on one page that every crew member carries.

How to fill it in

1. Start from the finish time and work backwards.
2. Give every line one owner by name, not a department.
3. Add the cue for each line: the sound, the screen or the signal that starts it.

The day One line for each change of activity

#	Time	What happens	Where	Who leads	Cue
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

Before you move on

- [ ] Every line has one named owner.
- [ ] Setup and dismantle are on the page, not only the show.
- [ ] The page has a version number and a time on it.

THE RULE

One page, one clock. If two people hold different times, the day runs late.

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

Run of show

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 day One line for each change of activity

#	Time	What happens	Where	Who leads	Cue
1	07:00	Crew arrives. Stations built and tested.	All stations	Production lead	Checklist signed
2	09:30	Crew briefing and radio check	Stage	Lead facilitator	
3	10:00	Arrival, wristbands, coffee	Gate	Registration lead	Music on
4	10:20	Opening: the idea in two minutes, the rules, the first horn	Stage	Host	Horn
5	10:30	Rounds one to three	Stations	Marshals	Horn every 20 minutes
6	11:30	Break	Food area	Catering lead	Music change
7	11:50	Rounds four and five	Stations	Marshals	Horn
8	12:30	Debrief by team, then results and the group photo	Stage	Host	Scores on screen
9	13:00	Lunch. Dismantle starts after the last guest leaves.	Food area	Production lead	