

Run-of-Show Schedule

DATE: Day before Event

Time	Activity	Location	Notes/Logistics	Responsibility
9:00 AM	Travel to event location			
10:00 AM	Conduct media outreach, if appropriate			
11:00 AM	Review Run-of-Show, roles, and responsibilities			
12:00 PM	Supplies inventory			
1:00 PM	Vendor confirmations			
2:00 PM	Site visit			
3:00–5:00 PM	Pre-event set up, if applicable			

DATE: Day of Event

Time	Activity	Location	Notes/Logistics	Responsibility
3 hours prior	Conduct final round of media outreach, if appropriate			
2:45 hours prior	Arrive on-site			
2 hours prior	Registration; check in with event organizers			
8:30–9:30 AM	Event staging, set up			
8:30–9:30 AM	Third-party vendors arrive; set up			
15 minutes prior	Team briefing; event staff in place			
Event kick off	Event begins			
30 minutes post event kick off	Begin activity stations			
1-2 hours post event kick off	Activity wrap up; prize giveaway			
2-3 hours post event kick off	Event ends			
3 hours post event kick off	Vendor payments			
Post event	Event break down			

DATE: 1-2 Days after Event

Time	Activity	Location	Notes/Logistics	Responsibility
9:00 AM	Follow up media outreach, if appropriate			
10:00 AM	Post-event evaluation with committee			
12:00 PM	Complete and send post-event evaluation			
1:00 PM	Tie up loose ends with vendors and event organizers; transport or ship materials to appropriate base location			