

EVENT SCHEDULE TEMPLATE

Adjust this copy of sample schedule for your event.
Print copies of the day's schedule to post on walls at your event so participants know what to expect during the event.

SAMPLE EVENT SCHEDULES

Below is a sample schedule for a Thrill Time set for 6:00pm. You can alter it to suit your needs.

Mandatory: participants must be present for 1-2 hours of rehearsal prior to Thrill Time.

Adjust the times accordingly for YOUR performance time in your time zone/ region/ city. You may need to start earlier or later. You may need more or less time for each stage depending on the number of participants you have attending.

This is made for approx. 200 people attending your event. If you have more, you should adjust the schedule to allow for more time to register people, dress rehearsal, costume & make-up. Sign-In and Sign-Out and post-event photos.

EVENT SCHEDULE SAMPLE

Start Time	End Time	Task	Duration
12:30pm	1:30pm	Check-in (make new sheet for this. Not registration forms, not sign-in sheets)	1 HR
1:30pm	2:15pm	Rehearsal	45 MIN.
2:15pm	2:45pm	Break	15 MIN.
2:45pm	3:15pm	Rehearsal	45 MIN.
3:15pm	4:15pm	Costume and make up	1 HR
4:15pm	5:00pm	Final dress rehearsal (4 runs minimum)	45 MIN.
5:00pm	6:00pm	Sign-in & Count-in (use extra time to do a dress rehearsal in the dance area)	1 HR
6:00pm EST (Toronto) time	6:00pm EST (Toronto) time	Show time	6 MIN. plus 4 min. for extreme m
6:30pm	6:30pm	Photos	20 MIN.
6:30pm	7:30pm	Count-Out & Sign-Out	1 HR
7:30pm	8:30pm	Participants should be gone from venue	1 HR
8:30pm	8:45pm	Closing staff meeting	15 MIN.
8:45pm	9:00pm	Staff should clean everything and be gone.	15 MIN.

If you have more volunteers have several tables for groups to do their sign-in & sign-out then those two parts may not take one hour each.