

EVENT SCHEDULE TEMPLATE

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	2:30pm	Break	15 MIN.
2:30pm	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	6:06pm EST (Toronto) time	Show time	6 MIN. plus 4 min. for excitement
6:10pm	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.