Writing the run of show

07 · Logistics & Operations · about 15 minutes

Minute by minute, one owner per cue, printed. Build one from the template with AV, MC, catering and entertainment columns.

Before you start

The event you are applying this to (real or the running gala example):

Date · guests · budget envelope:

Work through the objectives

1. Write a run of show with the template

2. Assign one owner per cue

3. Distribute and brief from it

Apply it: three decisions for your event

DECISION	WHAT YOU CHOSE AND WHY	OWNER / BY WHEN

Check your understanding

Each cue in a run of show needs

The run of show should be

Answers are on the lesson page after you take the quiz.

One line to remember