Run of show

Printable worksheet. Write durations first, then start times, and check they add up to the booked slot.

Event: _____ Date: _____ Booked slot: _____ to _____ (____ min)

Location / link: _____ Emergency contact: _____

TIME	MIN	SEGMENT	OWNER	CUE	LOCATION	CONTINGENCY
__:__-__:__						
__:__-__:__						
__:__-__:__						
__:__-__:__						
__:__-__:__						
__:__-__:__						
__:__-__:__						
__:__-__:__						
__:__-__:__						
__:__-__:__						

Total: ____ min Buffer: ____ min (aim for 10-15% of the slot, a rule of thumb)

Roles, cues and fallbacks

Printable worksheet. Write durations first, then start times, and check they add up to the booked slot.

ROLES

Host: _____
Producer: _____
Facilitator: _____
Speaker(s): _____
Room lead: _____

PREPARATION CHECKLIST (-30 MIN)

__:__ [ ] _____
__:__ [ ] _____
__:__ [ ] _____
__:__ [ ] _____
__:__ [ ] _____
__:__ [ ] _____

POST-EVENT DEBRIEF

What went well? _____
What had technical issues? _____
Follow-up action items (owner and due date) _____

PRODUCER CUE LANE (VIRTUAL / HYBRID)

__:__ Action: _____ Chat: _____
__:__ Action: _____ Chat: _____
__:__ Action: _____ Chat: _____
__:__ Action: _____ Chat: _____
__:__ Action: _____ Chat: _____
__:__ Action: _____ Chat: _____
__:__ Action: _____ Chat: _____
__:__ Action: _____ Chat: _____
__:__ Action: _____ Chat: _____

CUT LIST (IF RUNNING LATE)

1. Cut: _____ Saves: ___ min
2. Cut: _____ Saves: ___ min
3. Cut: _____ Saves: ___ min
4. Cut: _____ Saves: ___ min

Never cut: _____