

Event Run Sheet

The minute-by-minute plan for the event on site — arrival, set-up, service, key moments, clear-down. The on-site team's master timeline.

How to use: one per staffed event; the supervisor runs the day from it. Placeholders [...].

BEST PRACTICE

When to use	for every staffed/on-site event, prepared before departure (Delivery Workflow, step 1).
How professionals use it	the supervisor works the whole event from this one timeline — so the team moves together, food lands on time, and the customer's key moments (speeches, cutting the cake) are hit perfectly.
Best practice	build it around the customer's schedule · include set-up and clear-down, not just service · name who does what · leave buffer around key moments.
Common mistakes	planning service but not set-up/clear-down · not aligning with the customer's running order · no named owner for each phase.
Tips	confirm the timeline with the client contact on arrival · keep a copy visible to the whole team · note the "quiet" contingency time.
Why it matters	events run on timing. A clear run sheet is the difference between a calm, professional service and a scramble.

Event Run Sheet

Event: [Client Name] — [Event Type] · [Event Date] **Venue:** [Venue] **Guests:** [Guest Count] **Supervisor:** [Name] **Team:** [names/roles]

Timeline

Planned	Actual	Phase / task	Owner	Supplier / contact	Food-safety / allergen note	Decision trigger
[time]		Arrive & unload	[all]	venue duty mgr		
[time]		Set up food & equipment	[names]			
[time]		Final checks / brief	[supervisor]		arrival temps, allergen handover	
[time]		Guests arrive				
[time]		Service begins	[names]		display start time; hot/cold checks	
[time]		Key moment [speeches]		client	hold service — food holding OK?	if overruns [15]+ min → decide
[time]		[Dessert / evening food]	[names]			
[time]		Clear-down begins	[all]		leftover handover done?	
[time]		Depart	[all]		equipment return check	

Delay rule: if service slips more than [15] min, the supervisor contacts the chef/ops lead **and** the client decision-maker before changing food timing.

Long-event / staff plan

- Staff meal: [time] · Breaks: [who/when] · Latest paid finish: [time]
- Overtime starts after: [time] · Client-approved overtime contact: [name] (record on Sign-Off)

Client running order (align to this)

- [Ceremony / arrival: time] · [Speeches: time] · [Cake / key moment: time] · [Finish: time]

Event-specific prompts (use the relevant one)

- **Wedding:** ceremony · reception · canapés · call-to-dine · speeches · cake · evening food · bar close
- **Corporate:** loading bay · reception/security · room setup · VIP arrival · replenishment · clear
- **BBQ:** fire-up · first batch · service waves · raw/cooked checks · weather-change point
- **Canapés / bowl food:** pass setup · rounds · kitchen runners · empty bowl/tray clearing

Contingency: [X] min buffer held before service. If access is late / guests early / power fails / bar delays → [plan].

Pairs with Staff Briefing, Client Contact Sheet & Equipment Checklist. Feeds Event Sign-Off.