

RUN SHEET

one page, true on the day

EVENT	DATE	SITE
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THE DAY			
TIME	WHAT	WHO	DONE
	Bump-in — gate / dock access		
	Crew call		
	Setup complete		
	Doors		
	Service starts		
	Last service		
	Pack-down starts		
	Off site / lock up		

CREW			
NAME	ROLE	PHONE	CONFIRMED

SITE			
SITE CONTACT	PHONE	PARKING / ACCESS	POWER