[Event Title]

[Subtitle]

[Event Date]

[Event Time]

[Event Location]

Please find below an overview programme of the event:

# Running order

|  |  |  |  |
| --- | --- | --- | --- |
| [date here] | | | |
| TIME | **ACTION** | **VENUE** | **OWNER** |
| 0900 | **[Cleaning of Palmer G10]**  [xxx from cleaning to arrive in Palmer G10 to conduct a general clean of Palmer G10, foyer and local toilets] | *[Palmer Foyer , G10, local toilets]* | [Cleaning] |
| 1000 | **[Porters to rearrange furniture]**  [xxx from Portering to deliver 4 classroom tables to Palmer Foyer to be used as registration area] | *[Palmer Foyer]* | [Porters] |
| 1100 | **[IT to test projector and equipment]**  [xxx from IT to arrive in Palmer G10 to test all IT and AV equipment] | *[Palmer, G10]* | [DTS] |
| 1200 | **[Visitors to start arriving]**  [Visitors to start arriving and have been directed to park in Car Park 1a] | *[Car Park 1a]* | [Security] |
| 1300 | **[Event Start]**  [Doors for the event to open at 1300. Guests to register on arrival at the Palmer Foyer] | *[Palmer, G10]* | [Event Organiser] |

## Health And Safety Information

[In the event of an emergency, xxx to act as the responsible marshal to ensure evacuation of the building].

[If a first aider is required, you should approach the nominated first aider or you can call Reading University security].

## Floor Plan

[Please insert the floor plan of your event.]

## Additional Information

[Please include any more information that you believe may be useful to any other key services or those working on the day. This may include information such as VIPs, reserved seating, dietary requirements, contingency plans, links to other event planning documents such as a packing checklist, briefing documents, signage plans, etc.]

<Presenter Bio>

<Website links etc>

## Key Event Contact Details

|  |  |  |
| --- | --- | --- |
| Name (Department) | Contact Number | Contact Email Address |
| (Event Organiser) |  |  |
| (Cleaning Manager) |  |  |
| (Portering Manager) |  |  |
| (AV Technician) |  |  |
| (Security Supervisor) |  |  |
| On the day contact  (Event Volunteer + First Aider) |  |  |