

**Sample running sheet**

<b>Date</b> (Function date)	
<b>Start time</b>	
Finish time	
<b>Location address</b>	
<b>Location phone number</b>	

<b>VIP's</b>			
Name	Position	Organisation	Phone number

<b>Special mentions</b>			
Name	Position	Organisation	Phone number

<b>Key contacts</b>			
Name	Position	Organisation	Phone number

<b>RUNNING SHEET</b>		
Time	Action	Responsibility
(Be specific)	(What needs to happen)	(Who is responsible)