

Sample Day-Of Event Schedule

Edit these sample tables and print for your staff and volunteers.

TIME	EVENT	POINT PERSON/VENDOR
9:00	Pick up drinks; set on bar upon arrival - bar manager gets ice when arrives	Name (Organization) Cell Phone Number
10:00	<ul style="list-style-type: none"> • AV company arrives/begins set up • Check that alcohol has arrived and is in bar • Carry over supplies from office; set on stage; store boxes under checkin table 	<ul style="list-style-type: none"> • Name (Organization) Cell Phone Number • Name (Organization) Cell Phone Number • Name (Organization) Cell Phone Number
10:15	Light programming	Venue/AV Company
10:30	<ul style="list-style-type: none"> • Set out decorations • Set up checkin/entry tables/signs • Set up photo booth 	Names
11:00	Confirm food table set up is complete	Name
11:15	Lunch pick up	Name
2:00	<ul style="list-style-type: none"> • AV Run through of show with AC company • Put prizes envelopes, honoree gifts backstage • Check total and end-of-night goal (\$\$) , confirm on emcee script 	<ul style="list-style-type: none"> • Name (Organization) Cell Phone Number • Name (Organization) Cell Phone Number • Name (Organization) Cell Phone Number
3:00	Bring over iPads (make sure charged); assemble volunteer training materials (schedule sign-up sheet)	Names

3:30	Change into event attire	Staff
4:00	Floral arrangements arrive; set up Set up honoree hospitality table backstage	Names
4:30	Photographer arrives;sets up for honoree photo Photobooth company arrives; sets up Honoree hosts arrive	Names
4:45	Light candle Volunteers arrive, change into shirts, do training Music starts Honorees arrive	Names
END	Clean up: Bring everything to entry table & cross check supply list; walk supplies back to office	Staff/Volunteers

