This document can be used as the home for all the key logistics information you will need for your event to run smoothly.

Each community can adapt this document to meet its specific needs. It contains tabs Run of Show, as well as Contacts & Venue Details.





RUN-OF-SHOW SHEET							
Time	Location	Activity	Responsibility	Notes			
		Venue Access					
		Bump In					
	Catering Arrival						
	Entertainment/Speaker arrival						
	Start						
		Official Welcome					
		Presentation 1					
		Breakout Session 1					
	Presentation 2						
	Breakout Session 2						
	Evaluation Time						
	Closing Remarks						
		Event Breakdown					

	CONTACTS AND DETAILS	
Convening Name		
Convening Name Convening Date		
Times		

Attendance information				
		VENUE		
Venue Name	Address	Contact	Phone	Email

VENUE CONSIDERATIONS					
Access Information					
Floorplan					
Floorplan Parking					
Internet/Wi-Fi Information					

HOUSING AUTHORITY STAFF CONTACT INFORMATION					
Contact Name Role Phone Email					

		OTHER KEY CONTACTS		
Position	Contact Name	Company Name	Phone	Email
Venue Manager				
Catering/Refreshments Contact				
MC				
Keynote Speaker				
Entertainment				
Audio Visual				
Transportation				
Photographer				
Media Contacts				

PRESENTERS AND SPEAKER CONTACT INFO

Name	Organization	Phone	Email