

How to use this template

Replace the fields in [square brackets], adapt or delete the sample rows, copy or insert rows – and remove this grey box before you share the plan. Tip: print it with date and version so everyone on the day works from the same plan.

Run sheet

Event-day schedule

Event	[Anniversary party, Sample Ltd]	Date	[Sat, 14 Nov 2026]
Venue	[Venue, street, postcode, city]	Guests	[120 people]
Client contact	[Name, mobile]	Internal contact	[Name, mobile]
Event lead on site	[Name, mobile]	Date / version	[10 Nov 2026 · V3]

Schedule

TIME	PROGRAMME ITEM	OWNER	ROOM / AREA	TECH / MATERIAL	CATERING NOTE	STATUS
12:00–13:30	Furniture and tech delivery	Logistics	Loading bay, hall	Bar tables, stage, PA system	–	confirmed
13:30–14:00	Catering delivery, connect cooling	Head chef	Kitchen / office	Cooling trailer, 32 A power	Pre-heat warming units	confirmed
14:00–15:30	Set up buffet line, bar and tables	Service lead	Hall, foyer	Chafing dishes, bar counter	130 covers, glasses for reception	open
15:30–16:15	Tech check and sound check	Tech	Stage	2 wireless mics, projector, laptop	–	open
16:30–17:00	Briefing service and kitchen team	Event lead	Office	Printed run sheet	Special meals: 6× vegan, 2× gluten-free	open
17:30–18:15	Doors open, sparkling reception	Service	Foyer	Cloakroom, guest list	Sparkling wine, juice, soft drinks; finger food	open
18:15–18:30	Welcome by the management	[Client: name]	Stage	Handheld mic, slides	Pause drinks service	open
18:30–19:45	Buffet opening, main course	Head chef	Hall	–	Hot buffet, refill every 20 min	open
19:45–20:15	Awards and anniversary speech	[Client: name]	Stage	Projector, music cues	Clear main course	open
20:15–21:00	Dessert and coffee	Service	Hall	–	Dessert buffet, coffee station	open

TIME	PROGRAMME ITEM	OWNER	ROOM / AREA	TECH / MATERIAL	CATERING NOTE	STATUS
21:00–00:30	Band / DJ, bar service	DJ, bar team	Hall	Lighting, dance floor	Bar service, prepare midnight snack	open
23:00–23:30	Midnight snack	Kitchen	Foyer	–	Street-food snack, vegetarian option	open
00:30–01:00	Last orders, farewell	Event lead	Foyer	Cloakroom	Record remaining drinks	open
01:00–03:00	Breakdown and final cleaning	Logistics, service	All rooms	Van	Count empties, document leftovers	open

Emergency and contacts

Emergency number on site	[Name, mobile]
Tech supplier	[Company, name, mobile]
Venue / facilities	[Name, mobile]
Notes	[e.g. delivery window, parking, noise limit from 10 pm]

Template made with Univents – run sheets straight from your event: univents.app