

Festival run sheet template

On the day itself there is no time to go searching. With this run sheet template you put the whole day on paper minute by minute: who does what, when, and what comes next. Download it, fill in your own day and print it out for the crew.

DAY	TIME	END	ZONE / TEAM	ITEM	OWNER	PHONE	STATUS
Friday	08:00	12:00	Build-up	Set up site and stage			Planned
Friday	10:30	11:30	Technical	Place and inspect generators			Planned
Friday	13:00	16:00	Technical	PA and lighting main stage			Planned
Saturday	09:00	11:00	Crew	Crew briefing and site check			Planned
Saturday	14:00	17:00	Technical	Soundchecks (4 acts)			Planned
Saturday	16:30		Entrance	Doors open			Planned
Saturday	17:15	17:45	Programme	Opening			Planned
Saturday	18:00	19:00	Programme	Act 1 main stage			Planned
Saturday	19:00	19:30	Technical	Changeover			Planned
Saturday	21:00	22:30	Programme	Headliner			Planned
Saturday	23:00	00:00	Food & drinks	Last round and close the bar			Planned
Sunday	09:00	14:00	Tear-down	Break down stage and site			Planned