

SINGLE COMMITTEE EVENTS

# Event Run-of-Show Template

Minute-by-Minute Event Flow Planner with Completed Example

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Irish Society of Chartered Physiotherapists

MyISCP Events Hub

March 2026

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# ISCP Event Run-of-Show Template

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## Minute-by-Minute Event Flow Planner

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### HOW TO USE THIS TEMPLATE

This is a practical, ready-to-use run-of-show document. Section 1 is a blank template you can fill in for your event. Section 2 is a completed example showing how a typical ISCP in-service workplace event flows. Print both and use the example as a reference.

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### SECTION 1: YOUR EVENT RUN-OF-SHOW (Blank Template)

#### Event Details

Field	Details
Event Name	
Date	DD/MM/YYYY
Venue	
Room	
Event Lead	
Day-of Contact Mobile	
Expected Attendance	
AV Contact	

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#### Pre-Event Setup

Time	Task	Who	Equipment/Notes	Done
	Arrive at venue, check room layout	Event Lead	Keys/access arranged	
	Set up registration desk		Sign-in sheet, name badges, pens	
	Test AV equipment		Laptop, projector, clicker, microphone	
	Test Wi-Fi connection		Network name and password noted	
	Set out signage (directions, welcome)		Printed A4 signs, blu-tack	

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Time	Task	Who	Equipment/Notes	Done
	Arrange catering area		Confirm delivery time with caterer	
	Brief any helpers/volunteers	Event Lead	Roles, fire exits, schedule	

## Event Timeline

Time	Duration	Activity	Speaker/Lead	AV/Tech Needs	Notes
	15 min	Registration & Refreshments	Volunteers	Background slides on screen	Sign-in sheet at door
	5 min	Welcome & Housekeeping	Event Lead	Mic, slides	Fire exits, toilets, phones on silent
	5 min	ISCP Introduction	Event Lead	Slide with ISCP logo	Membership info, upcoming events
	30 min	Main Presentation	Speaker	Laptop, clicker, mic	Q&A; at end or during?
	10 min	Break / Refreshments			Encourage networking
	20 min	Interactive Session / Workshop	Speaker	Depends on format	Handouts distributed
	15 min	Q&A; / Discussion	Event Lead + Speaker	Roaming mic if large room	Collect written questions too
	5 min	Closing & Next Steps	Event Lead	QR code on screen	Feedback link, next event, CPD certs
	10 min	Networking & Pack-down	All		Collect sign-in sheet, tidy room

## Post-Event Checklist

Task	Who	Deadline	Done
Send thank you email to attendees	Event Lead	Within 24 hours	
Send thank you to speaker(s)	Event Lead	Within 24 hours	
Issue CPD certificates	Event Lead	Within 48 hours	
Share presentation slides/materials	Event Lead	Within 48 hours	
Send feedback survey link	Event Lead	Within 24 hours	
Submit event tracking form to ISCP	Event Lead	Within 1 week	

Task	Who	Deadline	Done
Upload photos to shared drive	Volunteer	Within 1 week	
Debrief with committee (what worked, what didn't)	Committee	Within 2 weeks	
Return venue to original layout	Volunteers	Same day	
Process any expenses/receipts	Event Lead	Within 2 weeks	

## SECTION 2: COMPLETED EXAMPLE

### *In-Service Workplace Event: "Managing Chronic Low Back Pain - Evidence Update"*

#### *Event Details*

Field	Details
<b>Event Name</b>	Managing Chronic Low Back Pain - Evidence Update
<b>Date</b>	Wednesday, 15 May 2026
<b>Venue</b>	St. James's Hospital, Dublin
<b>Room</b>	Education Centre, Room 2.04
<b>Event Lead</b>	Sarah Murphy, Musculoskeletal Committee
<b>Day-of Contact Mobile</b>	087-123-4567
<b>Expected Attendance</b>	35 physiotherapists
<b>AV Contact</b>	Hospital IT Helpdesk ext. 4455

#### *Pre-Event Setup (Completed)*

Time	Task	Who	Equipment/Notes	Done
16:30	Arrive at venue, check room layout	Sarah	Arranged lecture-style, 40 chairs	Yes
16:35	Set up registration desk at door	Tom (volunteer)	Printed sign-in sheet, 3 pens, ISCP leaflets	Yes
16:40	Test AV: laptop to projector via HDMI	Sarah	Brought own HDMI adapter (USB-C), spare batteries for clicker	Yes
16:45	Test Wi-Fi: "SJH-Guest" network	Sarah	Password: Guest2026, noted on whiteboard	Yes

Time	Task	Who	Equipment/Notes	Done
16:50	Put up directional signs (lift lobby, corridor)	Tom	4x A4 laminated signs with blu-tack	Yes
16:55	Arrange tea/coffee station in back corner	Lisa (volunteer)	Caterer delivered at 16:30, 40 cups, tea, coffee, biscuits	Yes
17:00	Brief Tom and Lisa on roles	Sarah	Tom: registration, Lisa: catering and timekeeping	Yes

### Event Timeline (Completed)

Time	Duration	Activity	Speaker/Lead	AV/Tech Needs	Notes
17:00	15 min	Registration & Tea/Coffee	Tom at desk, Lisa managing refreshments	Welcome slide looping on projector	32 of 35 registered attendees arrived; 3 walk-ins
17:15	5 min	Welcome & Housekeeping	Sarah Murphy	Mic (handheld), opening slides	Fire exits pointed out, toilets down the hall, "please silence phones", Wi-Fi password shared
17:20	5 min	ISCP Update & Upcoming Events	Sarah Murphy	ISCP branded slide	Mentioned upcoming Orthopaedic Masterclass in June; membership renewal reminder
17:25	35 min	"Chronic Low Back Pain: What's Changed in 2025-2026?"	Dr. Ciara O'Brien (Senior Physiotherapist, Beaumont)	Laptop connected to projector, wireless clicker, lapel mic	Covered NICE guideline updates, new RCT evidence on exercise therapy, graded activity approach
18:00	10 min	Tea/Coffee Break	Lisa managing	Slides showing feedback QR code	Attendees encouraged to mingle; ISCP leaflets on tables
18:10	20 min	Case Study Workshop (small groups)	Dr. O'Brien facilitating, Sarah timekeeping	No AV needed - printed handouts	6 groups of 5-6 people; each group given a case study to discuss and present back (3 min each)

Time	Duration	Activity	Speaker/Lead	AV/Tech Needs	Notes
18:30	15 min	Group Feedback & Q&A;	Sarah moderating, Dr. O'Brien answering	Roaming mic (handheld)	8 questions asked; written question cards also collected (3 additional Qs)
18:45	5 min	Closing: Feedback, CPD & Next Steps	Sarah Murphy	QR code slide for feedback survey	"CPD certs emailed within 48 hours. Complete 2-min feedback survey via QR code on screen now. Next event: Ortho Masterclass 18 June."
18:50	10 min	Informal Networking & Pack-down	All		Sarah collected sign-in sheet; Tom stacked chairs; Lisa cleaned refreshment area. Room returned to original layout by 19:05.

### Post-Event Tracking (Completed)

Task	Who	Deadline	Done
Send thank you email (Template 4 from Email Pack)	Sarah	Thu 16 May	Yes - sent at 09:00
Send personal thank you to Dr. O'Brien	Sarah	Thu 16 May	Yes - included feedback highlights
Issue CPD certificates (2 CPD points)	Sarah	Fri 17 May	Yes - 35 certificates emailed
Share presentation slides via email link	Sarah	Fri 17 May	Yes - Google Drive link
Send feedback survey (Google Form)	Sarah	Thu 16 May	Yes - 23 of 35 responded (66%)
Submit event tracking form to ISCP	Sarah	Wed 22 May	Yes
Upload 8 event photos to ISCP shared drive	Tom	Mon 20 May	Yes
Committee debrief (15 min call)	Sarah + committee	Tue 28 May	Yes - notes filed

### Key Metrics from Example Event

Metric	Result
Registered	35
Attended	35 (32 registered + 3 walk-ins)
Attendance rate	91% of registered
Feedback survey response	66% (23/35)
Overall satisfaction	4.6/5
Would recommend to colleague	96%
CPD certificates issued	35
Total cost	EUR 280 (catering EUR 210, printing EUR 30, signage EUR 40)
Cost per head	EUR 8

## TIPS FROM EXPERIENCED ISCP EVENT ORGANISERS

### Venue Setup

- **Always arrive 30+ minutes early** - something always needs adjusting
- **Bring your own HDMI/USB-C adapter** - don't rely on venue equipment
- **Test the projector with YOUR laptop** before attendees arrive
- **Take a photo of the room layout** when you arrive so you can restore it after

### On The Day

- **Start on time** even if latecomers are expected - it respects those who came on time
- **Assign a timekeeper** who will hold up "5 min" and "1 min" cards for speakers
- **Have a backup plan for AV failure:** print 5 copies of key slides; be ready to present without tech
- **Collect questions on paper** as well as verbally - some people are too shy to ask aloud

### Managing Clinical Pull-Outs

- **Over-register by 15-20%** to account for clinical emergencies
- **Send a "looking forward to seeing you" text/WhatsApp** the morning of the event
- **Have a waiting list** and contact waitlisted people if cancellations come in (even on the day)
- **Don't take it personally** - clinical duties always take priority and members appreciate your understanding

### After The Event

- **Send the feedback survey within 2 hours** of the event ending (response rate drops dramatically after 24h)
- **Email slides within 48 hours** - this is the #1 thing attendees ask for
- **Write 3 bullet points** while it's fresh: what worked, what to change, what to repeat

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