

ISCP Event Planning Template

Event Run-of-Show Template

Minute-by-minute schedule for event day coordination

Event Details

Event Name:	
Date & Time:	
Venue:	
Event Coordinator:	
Mobile Contact:	

Event Timeline

Time	Activity	Person Responsible	Notes/Cues
08:00	Venue access & setup begins		
08:30	AV check & sound test		
09:00	Registration desk opens		
09:30	Welcome refreshments ready		
10:00	Welcome & introductions		
10:15	Keynote presentation		
11:00	Coffee break		
11:30	Workshop session 1		
12:30	Lunch		
13:30	Workshop session 2		
14:30	Q&A and discussion		
15:00	Closing remarks		
15:15	Attendees depart		
15:30	Breakdown & cleanup		
16:00	Venue departure		

Emergency Contacts

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Role	Name	Mobile
Event Lead		
Venue Manager		
AV Technician		
First Aid		
ISCP Office		