



Office of Strategic Venues
& Event Services

[Event Name- Date]

House Contact Information			
Role	Name	Phone #	Radio Ch.
Client Contact Information			
Role	Name	Phone	Radio Ch.

Call Times	
FOH Staff Arrival	
Ops Staff Arrival	
Client Arrival	
Doors	
Event Start	
Event End	

Audio Techs: please reference the Audio Setsheet for more in depth information for audio setup.

Run of Show

Time	Description	Audio	Video	Lighting	FOH Staff (Ushers, Security, etc)	Notes

Run of Show

Time	Description	Audio	Video	Lighting	FOH Staff (Ushers, Security, etc)	Notes

Run of Show

Time	Description	Audio	Video	Lighting	FOH Staff (Ushers, Security, etc)	Notes