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Event details

Header for the run sheet. Programme start is the zero point for every Offset on the Run sheet.

Field	Entry	Notes
Event name	*Example: Panel on the future of studio work*	*[title]*
Venue and room	*Example: main room, venue name*	*[venue, room]*
Event date		*[dd/mm/yyyy]*
Doors open	*12:30*	*When the audience can come in*
Programme start	*13:00*	*Zero point for the Offset column on the Run sheet*
Stream platform		*[platform and channel]*
Stream delay (seconds)		*Test it on the day rather than assuming it*
Stage manager		*[name, contact]*
Vision mixer		*[name, contact]*
Audio desk		*[name, contact]*
Streamer		*[name, contact]*
Version and date printed		*[version, dd/mm/yyyy]*

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Run sheet

Every cue, in order. Status is Blank, In progress or Done.

Planned time	Actual time	Offset (min)	Duration (min)	Planned end	Cue (in plain words)	Owner (one name)	Source	Audio and graphics	Backup if the source fails	Stream (Yes or No)	Status
13:00		*0*	*2*	*13:02*	*Example: Opening title, lower third on*	*Vision mixer*	*Title file*	*Music bed off as the title lands*	*Still of the title card*	*Yes*	*Done*

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Planned time	Actual time	Offset (min)	Duration (min)	Planned end	Cue (in plain words)	Owner (one name)	Source	Audio and graphics	Backup if the source fails	Stream (Yes or No)	Status

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Planned time	Actual time	Offset (min)	Duration (min)	Planned end	Cue (in plain words)	Owner (one name)	Source	Audio and graphics	Backup if the source fails	Stream (Yes or No)	Status

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Planned time	Actual time	Offset (min)	Duration (min)	Planned end	Cue (in plain words)	Owner (one name)	Source	Audio and graphics	Backup if the source fails	Stream (Yes or No)	Status

Total minute 2

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Live event run sheet template

One timed list for the whole event, with one owner and one backup for every cue.

How to use this template

1. Fill in the Event details tab first. Programme start is the zero point: Offset counts minutes from it, and it changes if you change the start time.
2. List the blocks of the event first, such as doors, each talk, breaks and close. Then break each block into cues. Every time the picture changes or someone moves, that is a cue.
3. Give each cue one owner. Two names for one cue means nobody owns it.
4. Attach a source and a backup to each cue. Ask the person running each feed what they will do if it drops.
5. Enter the planned time for each cue, then fill in the Actual time column on the day. Move the rest of the sheet if the real start is different from the plan.
6. Mark the cues the online audience must see at the same moment as the room (Yes in the Stream column), and tell the streamer about the delay on the Event details tab.
7. Run a rehearsal against the sheet and change anything nobody could do in the time given.
8. Print the sheet for the stage manager, the vision mixer, the audio desk and the streamer. Give each speaker a page with only their cues.
9. The row marked Example shows one complete cue. Overwrite it, or delete it, before you use the sheet.

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