GRANARY DIGITAL

Running order and cue sheet for a filmed event

Start times follow from the length and buffer of the item before. Finish time shows at the bottom.

Start	Length (min)	Buffer after (min)	End	Item	Speaker (as introduced)	Cue in (words that start it)	Cue out (words that end it)	Camera and shots	Slides and graphics	Audio	Contact on the day (name and phone)	Owner
10:00	*2*	*0*	*10:02*	*Welcome (Example)*	*Host (name)*	*Example: lights up, house is ready*	*Example: "over to you" to the keynote speaker*	*Wide shot*	*Event title slide*	*Host microphone live*	*Producer, mobile number*	*Producer*
10:02												

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Start	Length (min)	Buffer after (min)	End	Item	Speaker (as introduced)	Cue in (words that start it)	Cue out (words that end it)	Camera and shots	Slides and graphics	Audio	Contact on the day (name and phone)	Owner

Planned finish time	10:02

Change the master copy only. Share a week ahead and print on the day.

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One shared sheet that tells everyone when each item starts, who is speaking, and what the camera, slides and audio do.

How to use this template

1. List every item in order, from the welcome to the close. Overwrite the Example row with your first item.
2. Enter the planned length of each item in minutes, and a buffer after it. A buffer stops one overrun from moving the whole afternoon.
3. Type the start time of the first item. Every later start time works itself out from the item before it. Overwrite a start time only when an item must begin at a fixed time.
4. Name each speaker as they want to be introduced. Check the spelling and the job title with them, and note any pronunciation.
5. Write the cue in and cue out for each item: the words that start it and the words that end it. The MC and the producer both need them.
6. Note the camera shot, the slides or graphics, and the audio for each item.
7. Name one contact, with a phone number, for each item, and an owner who can make a decision if the item changes.
8. Share the sheet a week ahead, print copies for the people on the day, and make every change in this master copy only.
9. The Example row shows the format: a two-minute welcome at 10:00, then the keynote at 10:02.

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