



SPECIALIST WORKFLOWS

Event run of show template

A run-of-show worksheet for making event timing, owners, vendors, attendee moments, contingencies, and closeout responsibilities visible.

A practical worksheet from Stelaah

Use it, adapt it, and save it with the client work it supports.

HOW TO USE THIS

An event has many moving parts and needs one operating timeline.

WORK THROUGH THE CHECKLIST

☐ 01 **Set the master timeline**

☐ 02 **Assign each handoff**

☐ 03 **Confirm vendor arrivals**

☐ 04 **List guest-facing moments**

☐ 05 **Plan contingencies**

☐ 06 **Assign closeout tasks**

Before you close this

Name one owner, one next action, and one date. A worksheet only helps when the next commitment is visible to the people doing the work.

Notes and decisions

Use this page to record what changes after you work through the checklist.

This practical workflow resource is not legal, financial, tax, or security advice. Adapt it to your team and circumstances.