Event Day Running Sheet

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| **Event Details** |
| Date  | *Day*  |  *Month*  |  *Year*  |
| Commencement Time  |  |
| Location/Venue  |  |
| Primary Contact Person  |  |
| Phone |  Mobile  |  |

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| --- | --- | --- |
| **Time** | **Action/Task** | **Responsibility** |
| **Start Time** | **Finish Time** | **Duration** | **Description of Task** | **List Who is Responsible** |
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Additional Contact People and Contact Phone Numbers

**Notes**

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| Document Name | Version Number | Date of Issue | Review Date |
| RISK – Event Day Running Sheet | 1.0.0 | 20 May 2015 | AsRequired |