Greater Hume Shire
simply greater

Event Day Running Sheet

Event Details

Date _____ *Day* _____ *Month* _____ *Year*

Commencement Time _____

Location/Venue _____

Primary Contact Person _____

Phone _____ Mobile _____

Time			Action/Task	Responsibility
Start Time	**Finish Time**	**Duration**	**Description of Task**	**List Who is Responsible**

Additional Contact People and Contact Phone Numbers _____

Notes