

A9. Project run sheet

Module 4.2 - Project planning basics

A run sheet shows the detailed plan for the day. Include specific timing and instructions so people have a clear idea of their responsibilities and when they need to happen.

Use this worksheet to help keep everything organised on the day!

1. Event/Project Name:

2. Date and Location:

Time	Activity	Person/people responsible	Equipment	Key notes
E.g. 9:50-10:00	Set up seating areas	Chris, Amara	Stools, fake turf, tables	Meet Jacob at south entrance