ADDENDUM A
Run of Show / Production Schedule Instructions

REQUIRED for all events.

All event applications must include a "Run of Show" production schedule document that outlines the expected timing and flow of all activities related to the event, beginning with any set up, including any major time points within the event, and concluding with the event tear down and clean up. If your initial application includes a tentative Run of Show, you will need send updates to the Special Events Office as details are finalized.

To assist you in organizing and presenting the information, the Special Events Office has developed a Run of Show / Production Schedule template (in Microsoft Word). Download the template file from the Special Events Handbook Addendums Page. Use of the template is optional, but your Run of Show document must contain the same information.

Example Completed Run of Show / Production Schedule Document

Seattle People 10K Run & Walk and Family Fun Celebration
Saturday, August 5

10:00 AM	Arrive at Park and begin load-in and set up
11:00 AM	Rental tents delivered
2:00 PM	Portable restrooms delivered
5:00 PM	Dumpsters delivered
7:00 PM	Wrap set-up

Sunday, August 6

6:00 AM	Volunteer check-in opens
6:30 AM	Sound check
7:00 AM	Registration opens to public
8:00 AM	Kick-off and announcements from stage
8:30 AM	Streets close
8:30 AM	Runners and walkers line up
9:00 AM	First wave of runners released
9:30 AM	Last wave of walkers released
10:00 AM	Celebration in Park begins, vendor booths open, beer garden open
11:30 AM	Course cut-off time; remaining walkers moved to sidewalk
12:00 PM	Streets re-open to regular traffic
12:30 PM	Band / entertainment performances begin
3:30 PM	Last call in beer garden
4:00 PM	Event closes
5:00 PM	All guests cleared, clean up begins
6:00 PM	All vendor load-out complete
6:00 PM	Stage and tent tear-down begin
9:00 PM	Wrap tear-down and initial clean up

Monday, August 7

6:00 AM	Portable restrooms, dumpsters removed from Park
7:00 AM	All tear-down and clean up complete