Event call sheet

Venue, schedule, crew calls and safety

VIRTUAL STUDIO EVENTS

Event

Date

Venue and address

Parking and load-in

Catering

Nearest A&E

Emergency procedure

Weather forecast

Producer and mobile

Version

Day schedule

The whole day in order.

Time	Milestone	Who	Where	Notes
06:30	*Venue open, load-in begins*	*Rigging, LED, audio*	*Loading bay B*	*Lift booked 06:30 to 09:00*
08:00	*Gallery crew call*	*Vision, streaming, comms*	*Gallery, Hall 2*	*Power on 08:30*
09:30	*Remote speaker test calls*	*Producer, wrangler*	*Green room*	*Speakers 1 to 4*
10:30	*Full rehearsal*	*All*	*Main room*	*Run opening, panel and Q&A*
13:00	*Doors*	*Venue, floor team*	*Foyer*	*Holding slate live 12:50*
13:30	*Show starts*	*All*	*Main room*	*Stream live 13:25*

Crew calls

One line per person, grouped by department.

Watermarked preview. Get the clean file free at www.virtualstudio.events/tech-event-call-sheet-template.html

Department	Name	Role	Call time	Location	Mobile	Notes
Rigging	*Dan Pryce*	*Rigger*	*06:30*	*Loading bay B*	*07700 900201*	*Hi-vis and boots*
LED and vision	*Aisha Khan*	*LED technician*	*07:00*	*Main room*	*07700 900202*	
Audio	*Jon Okafor*	*Sound engineer*	*08:00*	*Main room*	*07700 900203*	*Radio mic licence in van*
Cameras	*Alex Reyes*	*Camera operator*	*09:00*	*Main room*	*07700 900204*	*Bring own headset*
Gallery	*Tom Marsh*	*Technical director*	*08:00*	*Gallery*	*07700 900102*	*Single technical point of contact*

Key contacts

People the crew might need to reach on the day.

Role	Name	Company	Mobile	Notes
Producer	*Helen Cole*	*Northfield Group*	*07700 900101*	*Show decisions*
Venue duty manager	*Sam Perry*	*Venue*	*07700 900301*	*Lifts, keys, fire alarm*
Venue IT contact	*Priya Nair*	*Venue*	*07700 900105*	*Network and ports*
First aider	*Mia Cole*	*Venue*	*07700 900302*	*Main foyer*
Security	*Ben Hart*	*Venue*	*07700 900303*	*Loading bay B gate*

How to use this

- Fill the header fields first; every crew member reads these.

Watermarked preview. Get the clean file free at www.virtualstudio.events/tech-event-call-sheet-template.html

- Write call times as the time to be at work, not the time of leaving home.
- Include the emergency procedure and assembly point in plain words.
- Send as a PDF the evening before and mark any change with a new version number.
- Print a copy for the gallery and the loading bay.

Watermarked preview. Get the clean file free at www.virtualstudio.events/tech-event-call-sheet-template.html