Organising committee		
Name	Role	Contact Number
On the day volunteers		
	Un the day volunteers	
Set up team	During event	Pack up team
Set up team		Pack up team
Set up team		Pack up team
Set up team		Pack up team
Set up team		Pack up team
Set up team		Pack up team
Set up team		Pack up team
Set up team		Pack up team
Set up team		Pack up team
Set up team		Pack up team
Set up team		Pack up team

Event supplier contact list			
Name	Role / supplier	Contact number	
Event run sheet			
	Event run sheet		
Time	Event run sheet Activity / action	Responsible	
Time		Responsible	