| Event day task list |             |  |
|---------------------|-------------|--|
| Task                | Who?        |  |
| Set up tasks        | Set up team |  |
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| Arrival tasks       |             |  |
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| Event day task list |      |  |
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| Task                | Who? |  |
| During event tasks  |      |  |
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| Conclusion of event |      |  |
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