

Operational Plan for the Day – Example

Crazy Daisy Event

Venue: Town Hall

Date: Today

Time: 1 – 4

Contacts

Event Coordinator	Site Manager	First Aid
Sound	Publicity	Food Vendors
Parking	etc....	

Time Line

9.00 a.m	Set up site
10.00 Am	Food vendors arrive and set up
11.30 am	Band and sound arrive and set up
12.00 am	Parking crew briefed
12.30a.m	Kids entertainment set up

Event	
1.00 pm	MC introduction
1.30 pm	Band plays
1.40 pm	Pony Rides
2.00pm	The Great Bed Race
3.00pm	Ms Crazy Daisy
4.00pm	Wrap up
4.30 pm	Portaloos/stage etc removed
5.30 pm	Final check of venue