



EVENT ITINERARY

Artistic Director:
Operational Contact:

Date:
 Venue(s):

Schedule

Time:	Action (equipment and setup details):
	Operations setup:
	Group load-in:
	Tech prep:
	Caterer and decor (w/contact info):
	Tech finish:
	Rehearsal start:
	Rehearsal end:
	Greeters and coat check:
	Ushers:
	Guests arrive:
	Reception:
	Doors open:
	Event starts:
	Event ends:
	Reception:
	Load-out:

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