

City of Monash Event Planning Toolkit

Production Schedule



A detailed running sheet of the event proceedings including bump-in, program and bump-out.

Name of Event

EDNA Folder No.

Event Details

Date

Time

Contact

Venue

Day & Date	Time	Action/Task	Who is Responsible

If the Event Organiser wishes to use an alternative Contact Sheet template, please do so and save the document in the relevant EDNA folder.





Day & Date	Time	Action/Task	Who is Responsible