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| **EVENT NAME** |  |
| **DATE** |  |
| **START TIME** |  |
| **FINISH TIME** |  |
| **VENUE** |  |
| **ATTENDANCE** |  |
| **EVENT LEAD** |  |

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| **KEY CONTACTS** |
| **NAME** | **ROLE** | **CONTACT NUMBER** |
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| **PRE-EVENT / PACK IN** |
| **Time** | **Action** | **Responsible** |
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| **EVENT** |
| **Time** | **Action** | **Responsible** |
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| **POST EVENT / PACK OUT** |
| **Time** | **Action** | **Responsible** |
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| **APENDICIES**  |
| *Attach any site maps, health and safety info, briefings, notes, or additional details which may be helpful.* |