ENVITELY EVENT RUN SHEET TEMPLATE

Every activity, on time, on the day.

Welcome

Thank you for downloading the Envitely Event Run Sheet Template. This workbook gives you a single, organised place to coordinate everything happening on the day — activities, timings, responsibilities and logistics.

Purpose of This Template

To help event organisers build a clear operational schedule, assign ownership of each activity, track progress in real time on the day, and quickly see what's delayed — without needing any spreadsheet experience.

Who It's For

This template is designed to work equally well for weddings, conferences, corporate events, universities and student unions, charity events, community events, networking events, festivals and private celebrations of any size.

What's Included

- Welcome & Guide — this sheet, with guidance and best practice tips.
- Event Run Sheet — a detailed, ready-to-use operational schedule.
- Event Dashboard — an executive summary with KPIs and charts, ready to present or print.

How to Use This Workbook

1. Open the Event Run Sheet and add each activity on its own row, in time order.
2. Note the location and who's responsible for each activity.
3. Share the schedule with your team ahead of the event.
4. Update Status in real time as the day unfolds.
5. Check the Event Dashboard at any time for an up-to-date view of the day's progress.

Event Day Best Practices

- Build in contingency time between activities.
- Assign clear responsibilities so everyone knows their role.
- Share the schedule with your team before the event.
- Keep the latest version accessible to everyone who needs it.
- Review timings during the event and adjust as needed.
- Record important changes so there's always one source of truth.

Why Move Beyond Spreadsheets?

Spreadsheets are useful for creating an event schedule. But successful event delivery requires collaboration, live updates and clear communication — that's where Envitely comes in.

✓	Event Agendas	✓	Tasks
✓	Guest Lists	✓	Budgets
✓	Vendors	✓	Team Collaboration
✓	Announcements	✓	Event Hub
✓	Mobile Access		

Ready to manage your entire event?

Plan, coordinate and deliver your event from one secure workspace with Envitely.

- Event Agendas
- Tasks
- Guest Lists
- Budgets
- Vendors
- Team Collaboration
- Announcements
- Event Hub
- Mobile Access

Create your free account →

https://app.envitely.com/register

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EVENT RUN SHEET

Coordinate every activity, timing and responsibility on the day.

Total Activities	Completed	In Progress	Delayed	Completion %
0	0	0	0	0.0%

Time	Activity	Description	Location	Assigned To	Status	Notes

Time	Activity	Description	Location	Assigned To	Status	Notes

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EVENT DASHBOARD

An at-a-glance summary of your event day — ready to review or present.

TOTAL ACTIVITIES	COMPLETED	IN PROGRESS
0	0	0

READY	DELAYED	COMPLETION %
0	0	0.0%

Activity Status

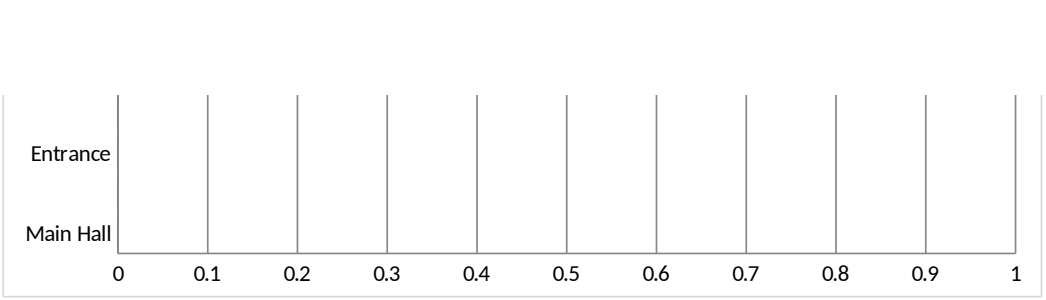
Category	Count
Not Started	0
Ready	0
In Progress	0
Complete	0
Delayed	0
Cancelled	0

Activities by Location

Category	Count
Main Hall	0
Reception	0
Entrance	0
Stage	0
Catering Area	0
Outdoor Area	0
Breakout Room	0
Backstage	0
Car Park / Arrival	0
Other	0







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