

Days prior to Event - Record days, dates, times and **WHO** on this run sheet for full accountability

Date	Activity	Action	Responsible
Usually 6 days prior	Collate and proof final email to be sent to participants	Send to Megan at Your VA to send to participants Final email to go out to participants usually includes • If any food will be provided (state eg: Lunch & Morning tea provided etc) • Wear layers • Bring pads & pens for writing and any other speaker requirements • Find out about parking • Bring Celebrant name badge • Do they need Cash or Debit and credit cards' • Are there any activities outside of the workshop - when where if any? • Any trigger warnings needing advising eg: any sensitive subjects	
	Printing to be done	• Handouts • Name badges if appropriate	
	Speaker requirements	• Do we have their handouts and know what format and how many they need • Any AV requirements for the speakers: eg mics, screens, cables, etc • Presentation sent to AV Company if using one	
	Final Numbers to caterers and or Venue	• Confirm final numbers to bydate • Dietary requirements: as @Gluten Free x , Vegetarian x , Pescatarian x , Dairy Free x .	
		• Who of importance arrives when eg: x Arrives am NZ xxxx booking a shuttle to xx/or being collected by xx	
		• MC/Host Briefing of the programme, expectations and runsheet	
		• Speakers checked in with this final week	
		• Any gifts to be bought	
		• Any other arrangements to be made, any other re-confirmations to be done (never 'assume')	
	TBC	• Is there an informal meet and greet the night prior - Does anything need to be arranged prior for this	

DAY OF EVENT - Type Date

Time	Activity	Action	Responsible
IMPORTANT – ANY SPEAKER REQUESTS RE HANDOUTS ETC			
am/pm?	Venue open for us	•	
am/pm?	Organisers and Regional Contacts Arrival	• Workshop helpers to be on hand: - o Offer to help with water on tables - who is providing water jugs and glasses - o Setting up registration desk - o Set up registration badges - o Ensure up to date attendee list is available - your VA can send this upon request - o Any stationery for reg desk in place - o Any decorations for reg desk if any in place (eg flower arrangement) - o Check temperature in venue - o Check layout is as expected. (Count tables and seats) - o Check AV equipment - and cross check with speaker requirements eg: mics, lectern, - o Ensure any handouts are clean, neat and tidy ready to hand to presenter	
am/pm?	Check in with caterers	• Check caterers are on schedule to serve Tea and Coffee (if applicable)	
am/pm?	Registrations Open	• Note here what catering has been arranged eg: Tea, Coffee and water x ?? pax etc - Caterer • Complete Registrations	
am/pm?	Time keeper briefing	• If you are having a Time keeper, give them a quick brief of your expectations.	Time keeper: Is someone needed?
am/pm?	Registration desk packed up	• Note here if you are leaving anything on the registration deks eg: items to purchase, a display of any sort etc	
am/pm?	Welcome & Opening	• Housekeeping notices (advise catering served in x, workshops/breakouts held in x, where toilets are, fire escapes etc .If you are having a Trigger warning (see bottom of the runsheet) ensure it has been given to the person delivering this .	
am/pm?	Opening Address?	•	
am/pm?	Karakia?		
x am - x pm?	AM Workshop - TBC	• <i>Note a description of the Topic and speaker here incl any handouts and speaker requirements so these can be cross checked</i>	

am/pm?	Timecheck for morning tea	Check in with caterers if on time and check they are all ready for us and advise if running behind	
am/pm?		- Ensure you know who is inviting everyone for Morning tea? - Mention at the end of the session to make way back at xx	
am –am	MORNING TEA (x min)		
		Morning Tea booked: Note here what catering has been arranged eg: - A selection of: ... - Coffee, Tea, Juice and water...	
am/pm?		All water jugs to be replenished on tables	Branch contact or venue but ensure someone is doing this
am/pm?		MC/Host to gather everyone to get delegates seated.	
x am - x pm?	AM Workshop Continued		
am/pm?	Timecheck for lunch	Check in with caterers if on time and check they are all ready for us and advise if running behind	

pm –pm	LUNCH (x mins)		
		Lunch booked: Note here what catering has been arranged eg: - A selection of - Coffee, Tea, Juice and water	
pm		glasses to be collected and replaced, water jugs to be replenished and replaced on tables	Branch contact or venue but ensure someone is doing this
pm		MC/host to give 5 minute call	
pm	Lunch Ends	MC/host to get delegates seated	
pm – pm	PM Workshop	Note a description of the Topic and speaker here incl any handouts and speaker requirements so these can be cross checked	
	Timecheck for afternoon tea	Check in with caterers if on time and check they are all ready for us and advise if running behind	
		Afternoon Tea booked: Note here what catering has been arranged eg: A mix of ...	

		Coffee, Tea, Juice and water...	
pm-pm		- Q/A if time allows. - Close and thanks by	
pm	FINISH		
ALL		sure there are helpers to clear the venue and check it	Branch contacts and volunteers

CONTACT LIST

Title	Name	Number	Title	Name	Number
MC			Venue Reception		
CANZ President (if attending)	Rachel Clarke	027 276 1431	Venue Main Workshops		
National Exec - Regional			Venue Refreshments and registrations		
Workshop branch contacts			Caterers -		
Presenter Morning			Presenter Afternoon		

Trigger Warning

As celebrants we attend workshops to be inspired, to learn new things and to remain contemporary in our practice. On occasion we may be challenged. Throughout the day, there might be words, concepts, images or shared experiences that could trigger you either personally or professionally.

If you do feel triggered at any point, you're encouraged to engage in self-care, by doing some deep breathing and grounding, and/or removing yourself, taking a break, perhaps a walk, and/or sharing how you're feeling with someone you feel comfortable with. Organisers are also on hand to provide a listening ear.

Go gently and enjoy the offerings.

