Society Event Running Order

Please fill in both the **SOUND CHECK** and **RUNNING ORDER** (located below)

Please note: Sound checks cannot start until **after 5pm.**

Society:	Society
Name of Event:	Charity Fundraiser Event
Date:	26/03/24
Venue:	Mountford Hall
Point of Contact:	John Smith
Contact Number:	07123 456789

Sound Check Running Order

Start Time	End Time	Performer	Description	Audio Requirements	Lighting Requirements	Video Requirements
15:00	16:30	Tech set up	Room access from 15:00	Tech set up	Tech set up	Tech set up
16:30	16:50	Test laptops	Test laptops for playing sound and projection	Mini jack cable for laptop side of stae	None	HDMI cable side of stage
16:50	17:00	Changeover	Prep for Band 1 sound check			
17:00	17:20	Band 1	FOLK STYLE BAND	SEMI ACOUSTIC GUITAR, VIOLIN, KEYBOARD, FLUTE, 1 SINGER	BRIGHT BLUE LIGHTNG	BAND LOGO ON PROJECTOR
17:20	17:30	Changeover				
17:30	17:50	Band 2	ROCK STYLE BAND	ELECTRIC DRUMS, BASS, 2 ELECTRIC GUITARS, KETBOARD, 2 SINGERS	RED AND YELLOW MOVING LIGHTS WITH STROBES. SPOTLIGHT ON LEAD SINGER	BAND LOGO ON PROJECTOR
17:50	18:00	Changeover				
18:00	18:20	Dance 1	8 PERSON DANCE GROUP	MUSIC PLAYED FROM LAPTOP	MOODY DARK LIGHTING, BRIGHT GREEN AT THE END	DANCE GROUP LOGO
18:20	18:30	Compare sound	TEST PRESENTORS MICROPHONES	TWO WIRELESS HANDHELD MICROPHONES	SPOLIGHT FOR PRESENTORS CENTRE STAGE	HOLDING SLIDE
18:30		END OF SOUDNCHECK	END OF SOUND CHECK	END OF SOUNDCHECK	END OF SOUNDCHECK	END OF SOUNDCHECK

Please provide an accurate running order for your event. From the time doors open to the end of the event.					
Event Running Order					
Start Time	**End Time**	**Performer**	**Description**	**Audio Requirements**	**Lighting Requirements**	**Video Requirements**

Start Time	End Time	Performer	Description	Audio Requirements	Lighting Requirements	Video Requirements
19:00	19:30	Doors Open	Doors Open	Background music from laptop	Bright colourful house lights	Society logo on projector
19:30	19:35	COMPARE	COMPARES INTRODUCE EVENT AND FIRST ACT	TWO WIRELESS HANDHELD MICROPHONES	SPOTLIGHT FOR PRESENTERS CENTRE STAGE	NONE
19:35	20:05	BAND 1	FOLK STYLE BAND	SEMI ACOUSTIC GUITAR, VIOLIN, KEYBOARD, FLUTE, 1 SINGER	BRIGHT BLUE LIGHT	BAND LOGO ON PROJECTOR
20:05	20:15	CHANGEOVER	COMPARE THANKS BAND AND INTRODUCES VIDEO 1	TWO WIRELESS HANDHELD MICROPHONES. MOVE BAND EQUIPMENT READY FOR VIDEO/DANCE GROUP	SPOTLIGHT FOR PRESENTERS CENTRE STAGE	NONE
20:15	20:20	VIDEO 1	VIDEO 1	AUDIO FROM LAPTOP	LIGHTS DIMMED FOR VIDEO	VIDEO FROM LAPTOP
20:20	20:25	CHANGE OVER	COMPARE INTRODUCES DANCE ACT	TWO WIRELESS HANDHELD MICROPHONES	SPOTLIGHT FOR PRESENTERS CENTRE STAGE	NONE
20:25	20:30	DANCE ACT	8 PERSON DANCE GROUP	MUSIC PLAYED FROM LAPTOP	MOODY DARK LIGHTING AT START, BRIGHT GREEN LIGHT AT THE END	DANCE GROUP LOGO
20:30	20:35	CHANGE OVER	COMPARE THANKS DANCE ACT, INTRODUCES INTERVAL	TWO WIRELESS HANDHELD MICROPHONES	SPOTLIGHT FOR PRESENTERS CENTRE STAGE	

20:35	21:00	INTERVAL	MUSIC PLAYS WHILE GUESTS MIX, SET UP STAGE READY FOR BAND 2	AUDIO FROM LAPTOP, SET UP STAGE READY FOR BAND 2	HOUSE LIGHTS	LOGO ON PROJECTOR
21:00	21:05	COMPARE	COMPARES INTRODUCES SECOND HALF AND BAND 2	TWO WIRELESS HANDHELD MICROPHONES	SPOTLIGHT FOR PRESENTERS CENTRE STAGE	NONE
21:05	21:50	BAND 2	ROCK STYLE BAND	ELECTRIC DRUMS, BASS, 2 ELECTRIC GUITARS, KETBOARD, 2 SINGERS	COLOURFUL LIGHTS THROUGHOUT SET WITH STROBES, LIGHTING IN AUDIENCE FOR DANCING	BAND LOGO ON PROJECTOR
20:50	22:00	COMPARE	COMPARES THANK BAND AND ANNOUNCES END OF EVENT	TWO WIRELESS HANDHELD MICROPHONES	SPOTLIGHT FOR PRESENTERS CENTRE STAGE	SOCIETY LOGO
22:00		END OF EVENT	END OF EVENT	ENED OF EVENT	END OF EVENT	END OF EVENT