



## Event Setup Summary

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Event Setup Summary	
Venue Location	
Venue booked from (time)	
Equipment load in time	
Stage	
Set Design	
Lighting	
PA system	
Projectors and screens	
Band Setup	
Lighting plot	
Band Sound check	
Video Screen check	
Stage Clear Time	
Doors Open time	
Guests Arrive	
Event official Start time	
Venue Permits Required	
Smoke alarm Isolation	
Venue Lifting Equipment booked from/to:	
Venue Power Capacity checked and OK	
External Noise restrictions	
Event Finish Time	
Equipment Pack up Start Time	
Equipment Load out Time	
Venue Lockup Time	