

## Event Day Timeline – Fillable Run-of-Show Template

Event	Details
Event Name	Brew and Browse
Date	September 12, 2026 (12 p.m. – 6 p.m.)
Venue	Downtown Barrington, IL
Event Manager	Jade Ciezak
Operations Lead	Clancy Potts
Operations Team	Tara Barks
AV Lead	Noah Potts
Vendor Lead	Clancy Potts
Volunteers	TBD
Command Center Location	City Hall
Version	Final Draft

### Pre-Event / Load-In & Setup

Time	Activity	Location	Responsible	Notes
8:00 AM	Vendor load-in begins	Downtown streets	Ops Team + Vendors	Assign booths, assist setup
8:30 AM	Event infrastructure setup (tents, tables, signage)	Event footprint	Ops Team	Ensure layout map is followed
9:30 AM	Food & beverage truck arrival	Designated food area	Vendor Lead	Check permits + placement
10:30 AM	Sound & stage setup	Music area	AV Team	Test PA system and mics

### Event Live Operations

Time	Activity	Lead	Support	Notes
12:00 PM	Event opens to public	Event Manager	Staff Team	Monitor entry + flow
1:00 PM	Peak vendor browsing begins	Vendor Lead	Volunteers	Encourage engagement
2:00 PM	Live music begins	AV Lead	Band (Sons of Bildor)	Start of 3-set performance
3:15 PM	Music break (15 min)	AV Lead	Band	Maintain crowd engagement
3:30 PM	Music resumes (Set 2)	AV Lead	Band	Continue programming
4:15 PM	Music break (15 min)	AV Lead	Band	Vendor engagement push

4:30 PM	Final music set	AV Lead	Band	Wrap up performance
5:00 PM	Music ends	AV Lead	Staff	Transition to closing phase
5:30 PM	Event closing announcement	Event Manager	Staff	Begin vendor breakdown prep
6:00 PM	Event officially ends	Event Manager	All staff	Guests exit

### Turnovers (If Applicable)

Time	Task	Responsible	Notes
2:00 PM	Transition to live entertainment	AV Team	Ensure smooth start
5:00 PM	Transition to closing	Event Manager	Communicate to vendors

### Strike / Load-Out

Time	Task	Responsible	Notes
6:00 PM	Vendor breakdown begins	Vendors	Follow exit instructions
6:30 PM	Equipment teardown (stage, AV)	AV Team	Remove all gear
7:30 PM	Final cleanup + site check	Ops Team	Restore downtown area (Public works takes down barriers and signs)

### Staff & Communication Notes

- **Emergency Contact:** Village of Barrington Police / EMS
- **Security / EMS Location:**  
Security will be posted at each gate to ensure alcohol does not leave the premise.
- **Weather Plan Trigger:**  
If lightning is detected, the event will be canceled, and all vendors and guests must pack up and take shelter.

### Published Event Day Timeline

Include the published event schedule here. This is the “run of show” timing that is given to attendees that outlines the event schedule that guides attended participation.

- 12:00 PM – Event Opens
- 2:00 PM – Live Music Begins
- 5:00 PM – Live Music Ends
- 6:00 PM – Event Closes

## **Event Day Checklist**

- Timeline reviewed with team
- Vendors checked in
- Staff briefed
- Safety walkthrough completed
- Schedule running on time
- Issues documented
- Strike completed