Name:

|  |  |  |
| --- | --- | --- |
| **Nature of event**:  | **Venue**:  | **Date of event**: |
| **Date for setting up for the event**:  | **Start time**: | **Time taken to set up:** |
| **Musicians/Acts**: | **Requirements**: |  |
|  |  |  |
|  |  |  |
| **PA Equipment requirements:** |  |
|  |  |
| **Total:** |
|  |

|  |
| --- |
| **Setting up schedule:** |
|  |