

FREE TIMELINE TEMPLATE

The Event *Day* Timeline.

The run-of-show template that keeps your whole team on schedule, so event day runs itself.

FREE DOWNLOAD

A QUICK WORD

On event day, the difference between calm and chaos is one document: the timeline. Without it, you are the timeline, holding every cue in your head, chased by your team for decisions you already made. With it, everyone works from the same plan and you are free to lead.

This template gives you a professional run of show you can reuse for every event. Fill it in, share it with your team and key vendors, and walk into event day with a plan so clear that nothing surprises you.

BUILD YOUR TIMELINE WITH THESE BLOCKS

- ☐ SETUP WINDOW — who arrives, when, and what they do
- ☐ VENDOR ARRIVALS — each vendor, their arrival time, and setup deadline
- ☐ TEAM BRIEFING — when your team gathers and gets the final walkthrough
- ☐ DOORS OPEN / GUEST ARRIVAL — the moment the event becomes live
- ☐ PROGRAMME FLOW — each segment, its start time, and who leads it
- ☐ KEY MOMENTS — the cues for the moments that must not be missed
- ☐ MEALS / SERVICE — timing for food, drinks, and service transitions
- ☐ TRANSITIONS — how the event moves from one phase to the next
- ☐ CLOSE — the wind-down, final moments, and guest departure
- ☐ BREAKDOWN — who breaks down what, and collection times

FILL IN YOUR KEY TIMINGS

SETUP BEGINS

VENDORS COMPLETE BY

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TEAM BRIEFING

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DOORS OPEN

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PROGRAMME BEGINS

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FIRST KEY MOMENT

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MEAL / SERVICE

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MAIN MOMENT

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EVENT CLOSE

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FREE TIMELINE TEMPLATE
BREAKDOWN COMPLETE

D · O · E · G

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ONE MORE THING

You are *ready.*

Reuse this for every event. Fill it in fresh, share it early, and never again carry the whole day in your head.

The complete production system, with run-of-show documents, role sheets, and contingency planning, lives inside The Calm Production Floor. When you are ready to master event day fully, it is waiting for you at thediaryofaneventgirl.com.

Structure with soul. Strategy with personality. Experiences with intention.

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