



Subcontractors Event Run Sheet, 22nd August 2024

Action	Time	Location	Responsibility
Set Up name tags table	4pm	The Panama	Marnie / Andrea
<ul style="list-style-type: none"> - Access to The Panama - Icon pull-up banner - Project branding 			
Greet Entertainment	4pm Bump In	Confirmed &	
Ethan (0488 202 929)		Paid in Full	
Set up AV equipment, testing Laptop	4.30pm		Stephen Pianta
Guests Arrive	5.30pm	The Panama	
Beverages start		Beverage package starts	
Canapes service to start	5.30pm		
Speeches start			Beverage service stops
Dan Crawley / Ed Whiting / Evan?	6.00pm		
Steve Wilson			
Presentation of secured projects			
Speeches conclude			Beverage service resumes
AV slide rolls in background for duration of event			
Beverage Package stops	9.30pm		
Event concludes	9.30pm	Guests can stay on and beverages will be extended	