**VENUE WORKSHEET**

**Insert Event Name and Date**

**VENUE: Insert Name and Address**

**Production manager will oversee venue set up from insert time. Every effort will be made to minimise the effect on your business.**

**We have advised performers that they are able to load in from insert time.**

**SET TIMES**

**ACT TIME**

**ACT TIME**

**ACT TIME**

**ACT TIME**

**EVENT MANAGER Insert Name and Mobile Number**

**LIVE PRODUCTION MANAGER Insert Name and Mobile Number**

**Thank you for your involvement in Live and Local!**