EUROMOOT - MASTER

RUN SHEET

|  |  |  |  |
| --- | --- | --- | --- |
| EVENT: | EuroMoot | | |
| DATE & TIME: | Saturday 31th March 2018 | | |
| VENUE: | MOR and CSSC | | |
| LEAD CONTACT PERSON: | NAME: Caitlyn Wildey | | |
| CONTACT DETAILS: | MOBILE: 021720729 | | |
|  | | | |
| ORDER OF EVENTS: | | | |
|  | | | |
| Time | Action | | Who |
| 7am | Wake Up Call | Speakers | |
| 7am | Breakfast and Coffee Cart Starts | Georgie | |
| 8.30am | Last people let in for Breakfast | Georgie | |
| 8.30am | Eurovision Entries close | Thomas | |
| 8am? | First Tour Leaves | Jess | |
| 9am? | Last Tour Leaves | Jess | |
|  |  |  | |
| 4.30pm | First Tour Back | Jess | |
| 4.30pm | Beer Garden Open | Maria | |
| 6.30pm | Dinner | Georgie | |
| 7.30pm | DJ Starts | Thomas | |
| 7.30pm? | Last Tour Arrives Back | Jess | |
| 7.45pm? | Dinner Finishes | Georgie | |
| 8.30pm | Eurovision Starts | Thomas | |
| 11.30pm | DJ stops | Thomas | |
| Midnight | Bar Closes | Maria | |
| 1am | Reset for morning completed | MOC | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Key Contacts** |  | **Radio Channel** | **Contact Number** |
| Caitlyn Wildey | MOC Chair |  | 021720729 |
| Hilary Wilson | Admin Director |  |  |
| Mike Blackburn | Moot Chief |  |  |

McLaren – Movie Night

RUN SHEET

|  |  |  |
| --- | --- | --- |
| EVENT: | McLaren – Movie Night | |
| DATE & TIME: | Thursday 15th June 2017 | |
| VENUE: | The Tannery (AGA Kitchen & Deluxe Cinemas) | |
| LEAD CONTACT PERSON: | NAME: Joanna Mead | |
| CONTACT DETAILS: | MOBILE: 0275059309 | |
|  | | |
| ORDER OF EVENTS: | | |
|  | | |
| Time | Action | Who |
| 4.00pm | Arrive at Venue – Set up Westpac Banners | Joanna Mead |
| 4.30pm | Westpac Hosts to arrival | TBC |
| 4.45pm | Drinks & Platters available – Selections of drinks trayed & handed around for early arrivals | AGA Kitchen |
| 5.00pm onwards | Guests arrive | AGA Kitchen |
| 5.50pm | \*\*\* thanks guest for banking Westpac and attending the event, advise guests to finish their drinks and make their way to the Cinema at 6.00pm (Drinks cannot be taken through to the cinema) | TBC |
| 6.00pm | Guests make their way to the cinema – offered ice-cream on way into theatre | Cinema |
| 6.15pm | Movie Starts | Cinema |
|  | Guests depart at conclusion of Movie |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Key Contacts** |  | **Contact Number** |
| Joanna Mead | Westpac | 0275059309 |
| Jenna | Tannery Events Co-ordinator | 0275342277 |
| Jeremy | Cinema | 0274142009 |