

Event Timeline Information Sheet

(1 Show)

Elements needed:

- Reservation start/end time
- Arrival times (call times)
- Set-up/load in
- Tech rehearsals (if needed)
- Warm-ups/rehearsals
- When doors open for the audience (30min before performance start)
- Performance start time
- Intermission – 10-15 min (if needed)
- Performance end time
- Clean up/strike
- Departure time

Sample Event Timeline

6:00 PM	(Reservation start)
6:00 PM	Performers and Production crew call time
6:05 PM	Tech set-up
6:10 PM	Performer Warm-up
6:30 PM	House Manager call time
7:00 PM	Ticket Sellers and Usher call time
7:05 PM	House Staff Debrief/set-up
7:30 PM	House Opens
7:45 PM	Performers stand by
8:00 PM	Show Starts
8:55 PM	Intermission (10 min)
9:05 PM	Post-Intermission Performance start
10:00 PM	Show Ends
10:10 PM	Clean-up/Strike Equipment
11:45 PM	Final exit
12:00 AM	(Reservation end)

