

“Run of Show” (ROS) Example

Event Name: New Arts Performance Location: South Street Date: June 1, 2020

TIME	AM/ PM	*ACTION (What is being done)	*LOCATION (Where is it happening)
* Include details of actions only happening on the street. Do not include any actions that are happening on or within private property.			
9:30	AM	Move barricades into position to close	the East and West end of the street
10:00	AM	Load-in chairs & 10x10 pop-up tent	to East end of street
10:15	AM	Set-up begins	on North side of street, 15' away from restaurant
11:00	AM	Talent arrives	at 10x10' Talent tent on street
12:00	PM	Sound check with performers	at main performance area
1:30	PM	Pre-ticketed attendees arrive	at West end of the street
2:00	PM	Attendees are seated	in chairs in front of performance area
2:15	PM	Show begins with emcee announcements	in performance area on street
2:30	PM	First performance by choir	in performance area on street
2:45	PM	Second performance by soloist	in performance area on street
3:00	PM	Interlude	on street
3:15	PM	Third performance by duet	in performance area on street
3:30	PM	Final performance by all performers	in performance area on street
3:45	PM	Show ends with emcee closing remarks	in performance area on street
4:00	PM	Load-out begins	on street
4:30	PM	Pack up chairs & tent	on street
5:30	PM	Final cleanup & removal of trash	from street
6:00	PM	Remove barricades to re-open	the street