Event working brief

Fill the PDF fields, save a copy, and review your entries. Publish the issue time and version. Use local time zones explicitly. Confirm access and emergency instructions with the responsible venue team.

Event / venue		**Event date / time zone**	
Issued by / at		**Version / distribution**	

Area	Working instruction	Owner / contact	Confirmed / revision
Venue address			
Entry / credentials			
Parking / unloading			
Day-of contact			
Safety / emergency			
Accessibility / support			
Load-in milestone			
Rehearsal / show			
Strike / departure			
Changes / distribution			

A call time is a scheduling instruction, not a record of actual hours worked. Keep sensitive crew information out of broadly shared copies.

Event crew calls

Fill the PDF fields, save a copy, and review your entries. Use full dates for overnight calls. This is the working schedule; record actual hours separately.

Event / venue		**Sheet version**	
Issued by / at		**Change contact**	

Department	Crew / team	Role	Call date and time	Time zone	Report to / location	Lead / contact	Notes

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Event crew call sheet

Publish one clear working brief for the venue, event milestones, department calls, and day-of changes.

For event producers, stage managers, and crew coordinators

WHEN TO USE

Issuing or updating crew instructions for an event, load-in, rehearsal, or strike.

HOW TO USE

01 Complete the event brief with its issue time, version, venue, local time zone, and day-of contact.

02 Add department and individual calls with report locations and full dates. Separate load-in, show, and strike calls as needed.

03 Confirm the latest version with department leads and distribute it through the agreed channel.

Fill the PDF fields, save, and reopen to check your entries. Use another copy or a referenced attachment for more rows.

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