UPP / LIVE EVENTS AND TOURS

Show run of show

Control and readiness

One issued sequence, one agreed clock. Confirm that all department leads have the same revision before the show begins.

Complete the PDF fields, then save and reopen to check your entries. Use a referenced attachment if you need more room.

Show control

Show and issue details

[Event, venue, show date / time zone, revision, issued by / at, and cue-page count]

Caller and communications

[Show caller, deputy, master clock / time source, comms channel, and fallback contact]

Cue convention and constraints

[Standby / go convention, start conditions, fixed moments, curfew, and linked content versions]

Readiness confirmation

Area	Lead / channel	Ready / time / open item
Stage / talent		
Audio / playback		
Lighting / video		
Front of house / access		
Venue safety / security		

Hold and restart

Decision and communication

[Approved plan reference, who may call a hold, who authorizes restart, and audience / team communication owner]

Show run of show

Cue sequence and actuals

Use full date / time for cues crossing midnight. Repeat this numbered page for additional cues and keep the same revision.

Sequence

Cue / planned time	Action / trigger	Owner / channel	Actual / notes

Changes and closeout

Hold, change, or variance

[Cue / actual time, reason, decision maker, restart time, and related incident reference]

Show close and handoff

[Actual show end, caller / venue confirmation, strike release authority, and final record location]

A show control working document, not a crew time record or a substitute for the venue emergency plan. Keep approved safety procedures and authorized decision makers available to the show team.