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| **EVENT DETAILS** |
| **EVENT NAME:** |  |
| **DATE:**  |  |
| **EVENT TIME:** |  |
| **LOCATION:**  | St Kilda Town Hall |

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| **EVENT DAY CONTACTS** |
| **EVENT ORGANISER** | **NAME:** | **MOBILE:** |
| **EMERGENCY CONTACT** | **NAME:** | **MOBILE:** |
| **AUDIO VISUAL CONTACT** | **NAME:** | **MOBILE:** |
| **CATERER CONTACT** | **NAME:** | **MOBILE:** |

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| **START TIME** | **END TIME** | **ACTION / TASK** | **WHO** | **NOTES** |
| ***Example*** *10.30am*  | *11.30am* | *Arrive at town hall, start set up of decoration*  | *Name of event organiser* |  |
| ***Example*** *11.30am*  | *12noon* | *Extra chairs to arrive at 10am* | *Name of hire company*  | *Any delivery details* |
| ***Example*** *3pm* | *4pm* | *Sound check*  | *Name of entertainment*  | *Any access needs* |
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