

Arts, Music & Creative Camp Business Guide

Showcase run sheet

Add your details and work through this sheet with your team.

Camp / programme	Prepared by	Date

Record the event format, room capacity, rights review, audience entry, access support, participant holding areas, quiet option, backstage restrictions, sound lead, emergency roles, opt-out plan, and recorded pickup process. Assign separate people where duties happen at the same time. Rehearse the end of the event as well as the beginning.

Your notes and decisions

Our plan

Next steps

Who will do what, and by when?
