

**Document J: EVENT TIMELINE EXAMPLE AND TEMPLATE**

*This is an Event Timeline example. Please submit the Event Timeline for your event in its place.*

<b>Start Time</b>	<b>Duration</b>	<b>Activity &amp; Comments</b>
5:00 a.m.	3.5 hours	Staff arrives; event set up
5:30 a.m.	1.5 hours	Equipment arrives: stage, sound, lighting, etc.
7:00 a.m.	1.5 hours	Vendors arrive and set up
8:30 a.m.	30 minutes	Staff and volunteer briefing
9:00 a.m.	6 hours	Gates open and event begins (9:00 a.m. – 3:00 p.m.)
10 a.m.	2 hours	Stage One Entertainment: Band ABC
11:00 a.m.	2 hours	Main Stage Headliner: Band XYZ
12:00 p.m.	3 hours	Stage One Entertainment: Band Arizona Children’s Activities: Corral Area Beer Garden opens; closes at 3:00 p.m.
3:00 p.m.	30 minutes	Event closes; patrons depart Vendors pack up, but do not depart until security gives an “all clear” for patrons on event site
3:30 p.m.	1.5 hours	Vendors depart Equipment breakdown and packing
5:00 p.m.	N/A	Event site closed

