

A three-hour school festival, timed: the run-sheet skeleton

A festival does not fall apart at the games; it falls apart in the fifteen minutes nobody wrote down. Every line below needs a time, a job and a name — if a line has only two of the three, the day finds the gap. Times shown are for a 4–7 PM festival; slide the whole column for yours.

Top line	Weather call: who makes it, when (“8 AM day-of”), and the one-sentence plan B — one line, not a second sheet.	who: _____
2:00–3:30	Setup. Tables and signage up, games laid out, food table staged. The float counted by two people and logged before the cash box moves anywhere.	crew: _____
3:30–4:00	The buffer. Thirty minutes between “set up” and “doors” — the bounce house arrives late everywhere, every year. First shift briefed where they stand.	chair: _____
3:30	Check-in opens early. Families arrive before the posted time. Two people at the gate for the first hour. The tickets/wristbands and the cash box each have a named owner.	gate ×2: _____
4:00	Doors. Posted start. One person floats: they fix the game that jammed and relieve the volunteer who needs it.	float: _____
4:00–7:00	Stations. One line per game, the food table and the prize table: who runs it, when their shift ends, who relieves them. A volunteer who knows who relieves them stays cheerful.	(one name per line)
5:30	The handover. Cash consolidated once, mid-event: two named people, together, and the sheet says what pauses while it happens. Two names, always — so nobody can be suspected.	pair: _____
6:30	Last call, said twice. The announcement line is written on the sheet so whoever holds the mic says the same thing at 6:30 and 7:00. Food stops first, games second, so the lines drain.	mic: _____
7:00	Close. Gate stops, stations wind down in the posted order.	chair: _____
7:00–8:30	Cleanup and the count. Named crew, specific jobs: tables stacked, field walked, trash out, lost-and-found boxed. Then the count: the same two people as the handover, total texted to the chair before anyone leaves.	crew + pair: _____

The one-page rule: if the sheet needs two pages, the event has too many stations for the volunteers signed up — and the sheet just told you that on Tuesday instead of Saturday. Copies: everyone with a name on it (the night before), one taped at check-in, one with the chair.

PTO Event Pack · ptoeventpack.pages.dev · The timings follow the invented Maple Hollow Fall Festival pack on the sample page. All five pieces for your event — flyer, sponsor letter, volunteer ask, run sheet, thank-you post — written from your own notes within two days: \$29 / C\$39 at ptoeventpack.pages.dev/#order. We contact no sponsor or school for you.