

ECP Quick Guide: Working with Your Run of Show

How to turn a confirmed event plan into a practical delivery document.

WHAT IS A RUN OF SHOW?

A Run of Show (ROS) is the detailed chronological document used by the event delivery team to coordinate how the event will actually happen. It brings together confirmed program information with the operational details needed onsite.

Where the Run of Show Fits

Use the planning documents in sequence:

FINAL PROGRAM & AGENDA	EVENT READINESS	DETAILED RUN OF SHOW	EVENT DELIVERY
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Program & Agenda tells us what should happen and when. Event Readiness confirms what is complete and what still needs attention. The Run of Show tells the delivery team how the event will happen.

What Belongs in the Detailed Run of Show

Timing & sequence: The chronological flow of the event, including setup, registration, sessions, breaks, meals, transitions, closing and breakdown.

People & responsibility: Who is responsible for each action, including event staff, volunteers, venue contacts, suppliers and production partners.

Remarks & scripts: Actual remarks or script content where needed, particularly for the MC, keynote speaker and organization representative / president.

AV & production: Microphones, presentation playback, lighting, music, video, stage movement, speaker walk-ons, countdowns, cues and technical checks where applicable.

Food & beverage: Service timing, setup, final menu or dietary notes and other meal-specific delivery information when needed.

Sponsorship & branding: Timed sponsor recognition, signage, branded materials, activations or benefits that must be delivered.

Attendee flow & operations: Registration activity, room transitions, mic runners, photography, signage, access, resets and other practical delivery actions.

ECP principle: Include the level of detail the delivery team needs — no more, no less.

Build the Run of Show in Layers

- 1. Start with the confirmed program** — Transfer the final times, program components, breaks, meals and known speakers or participants.
- 2. Add the operational timeline** — Include the first required setup or call activity through the final assigned responsibility, including breakdown or load-out where applicable.
- 3. Add the people** — Identify the person, team, venue or supplier responsible for each action. Add key contact information where useful.
- 4. Add delivery detail** — Insert only the applicable remarks, AV cues, production notes, F&B information, sponsorship actions, attendee-flow instructions and other delivery requirements.
- 5. Review with delivery partners** — Confirm technical and operational details with the venue, AV/production partner, catering team and other suppliers as appropriate.
- 6. Finalize and distribute** — Resolve remaining gaps, confirm responsibilities and make sure the onsite team is working from the current version.

How Detailed Should It Be?

Simple event	A straightforward meeting or workshop may need concise delivery notes, responsible persons, key AV/F&B details and a few speaker cues.
Production-heavy event	A conference, awards program or staged event may require scripts, precise AV and lighting cues, speaker movements, stage directions, sponsor actions, photography and detailed transitions.
The test	Could the delivery team understand what needs to happen, when it happens and who is responsible without relying on information that exists only in someone's head?

Using AI as an Optional Assistant

AI can help create a starting Run of Show skeleton from your Final Program & Agenda and confirmed readiness information. It can transfer known information, organize the chronology and flag fields that still require planner input.

AI should not invent missing operational details, assume an item is confirmed, or automatically write speeches and remarks unless you specifically ask for drafting assistance.

AI CAN ASSIST	PLANNER VERIFIES	PLANNER DECIDES
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Before You Finalize

- ☐ Times and sequence match the final program.
- ☐ Responsibilities and key contacts are clear.
- ☐ Required remarks/scripts and speaker information are included.
- ☐ AV, production, F&B and sponsorship details are confirmed where applicable.
- ☐ Outstanding Event Readiness items that affect delivery have been resolved or clearly managed.
- ☐ Venue and delivery partners have reviewed the details relevant to them.
- ☐ The version distributed onsite is clearly identified as the current version.

Know the work. Use AI to support the work. Know enough to judge the result.