**Voorbeeld Draaiboek Engels**

Date: (datum van het evenement)

Location: (naam en adres van de locatie)

Time: (tijden van het evenement)

**Planning**

**00:00 - 00:00: Gathering**

* 1st suppliers arrive
* Brief consultation welcome starters

**00:00 - 00:00: Construction Stage**

* Suppliers arrive and unload their goods
* Podium is built and tested
* Decoration is hung and put down
* Sound and light equipment is installed and tested
* Tables, chairs and other furniture are set up

**00:00 - 00:00: Guests arrive**

* Doors of the location are opened
* Guests arrive and are received
* Cloakroom is opened and guests can hand in their coats
* Welcome drinks are handed out

**00:00 - 00:00:**

* Guests arrive in the room (name)
* Guests get a drink in the reception
* Welcome speech by (Name)

**00:00 - 00:00: Opening Evening**

* (Name) welcomes the guests and announces the program
* (Name) gives a speech
* DJ plays music and creates the atmosphere
* Artist performs and entertains the guests

**00:00 - 00:00: Speeches and thanks**

* Guests have the opportunity to give speeches
* DJ plays music and creates the atmosphere
* Other activities
* Other activities

**00:00 -00:00: Closure**

* DJ plays music and creates the atmosphere
* DJ closes the party with dance music
* Guests leave gradually
* Cleaning and tidying up the location
* Suppliers reload their stuff

**Contacts**

Bedrijf Naam Telefoonnummer Beslissingsbevoegd ja/nee

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**In case of emerency**

In geval van nood is de contactpersoon (naam/ telefoonnummer). De volgende procedure wordt ingezet: Omschrijving van de noodprocedure.