

EXPO RUN SHEET

Time	Activity	Details
8:00am – 9:00am	CREATE/KAA set up, floor place holders, registration desk, signage, etc	<ul style="list-style-type: none"> • Ensure items are mostly set up prior to stallholders
8:30am – 9:30am	Stallholder set up	<ul style="list-style-type: none"> • Ensure stallholders are clear on set up times and instructions • Two team members allocated to greeting stall holders and sign in sheet
9:30am	Final set-up checks	<ul style="list-style-type: none"> • Review stall set-up, check for safety concerns, and complete final checks
10:00am	Expo starts registered attendees arrive	<ul style="list-style-type: none"> • Ensure 3 times team members at registration table
10:20am	Opening announcements Welcome to Country	<ul style="list-style-type: none"> • Laura &/or Michael welcome attendees • TBC welcome
	TBC stage speakers/workshops	<ul style="list-style-type: none"> •
12:00pm – 1:00pm	Lunch	<ul style="list-style-type: none"> • Lunch served at The Brocas Youth Centre
	TBC stage speakers/workshops	<ul style="list-style-type: none"> •
2:00pm	Closing remarks	<ul style="list-style-type: none"> • TBC thank stallholders attendees and special guests
2:30pm	Stallholders bump out (only once attendees depart)	<ul style="list-style-type: none"> • Stall holders pack up and leave. Create + KAA team assist with the logistics.
3:30pm – 4:30pm	Expo set up bump out	<ul style="list-style-type: none"> • Full sweep of event space + pizza and coffee vendors space clear and rubbish-free

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