Event brief

Cedar Community Showcase

Item	Details
Event date	2026-11-14
Venue	Cedar Hall
Audience	80 invited community guests
Event time	14:00–17:00
Owner	Maya Chen
Budget currency	AUD

Run sheet

Doors open at 13:45

All times are local to Brisbane. This is a sample event plan.

Item	Details
13:00	Crew arrival and setup
13:45	Guest check-in opens
14:00	Welcome
14:15	Demonstrations
15:15	Break
15:30	Community showcase
16:45	Closing
17:00	Guest departure

Budget and actions

Budget ceiling: AUD 3,850

Quoted amounts below are inclusive sample amounts. Do not add tax again.

Item	Details
Venue	1,200
Catering	1,760
Signage	440
Audio	330
Planned spend	3,730
Remaining budget	120

Actions before the event

A01: Confirm accessibility arrangements. Owner: Maya Chen. Due: 2026-11-07.

A02: Check dietary requirements. Owner: Leo Park. Due: 2026-11-10.

A03: Confirm the audio setup. Owner: Sam Wu. Due date: not provided.