

## Event Timing (Assuming event starts at 4:00 PM)

Time	Task	Notes
12:00	Open church and prepare/clear church & crypt space. Do initial planning walk round.	Minimum of 2no. people. Remove any loose fixtures and fittings for safe storage (sacristy/church office)
12:30	Check toilets and kitchen area. Make safe and columns/obstacles. Provide safety signage to high-risk areas (stairs)	Clean areas where necessary
13:00	Set up crypt for quiet play and tables. Set up reception desks and paperwork.	Provide adequate tables, chairs, soft seating.
13:30	Allow access to DJ/AV equipment. Set up decorations	Brief DJ/AV staff
14:00	Table setup	Areas prepped and cleaned
14:00	Cold Salad + fruit prep + vegetables	Salad in serving bowls, cover in cling film and stored in fridge
15:00	Start preheating kitchen oven	Get trays ready (foil-lined)
15:00	Access provided for Little Eden to set up inflatables/games	Allow access through dis'd entrance & crypt.
15:10	First pizza batch in (2–3 pizzas per oven)	Rotate after 10–12 mins
15:10–16:10	Continue baking pizzas in batches	Keep finished ones warm in foil trays
15:30	Little Eden provide briefing on equipment	Staffing team to be in attendance.
15:45	Last walk around/check by safeguarding & HS lead	Dynamic risk assessments where needed
16:00–16:30	Doors open and event entry	All entering will need to provide tickets and complete emergency form.
16:00	Event start	
16:00–16:20	Assemble young people in church for event briefing	Explain how the evening will run. Also explain equipment, food & disco + entry/leaving strategy
16:15	Plate/bowl chips & wedges	Cover with foil to keep warm
16:20	Slice and label pizzas	Colour code vegan/GF/meat
16:30	Buffet table setup	Add labels, napkins, and drinks
17:00	Service begins	Have extra pizza slices on standby
17:30	Inflatable activity ends	Staff stop all activities
17:30	Young people move into the crypt for food	Buffet style food with paper plates, napkins. Etc.
17:30	Little Eden Entertainment pack down inflatables	Entry & exit via dis'd entrance
17:40	DJ/AV personnel set up silent disco	Church area cleared away
18:00	Young people (All) return upstairs for silent disco – Disco starts	DJ/AV team to brief young people on how it works

18:05	Hospitality team clear up crypt, tables, chairs, food, etc	Crypt is fully packed down.
19:00	Silent disco ends – CH to brief & thank young people	Team to manage exits
19:15	Silent disco packed down & church cleaned	
19:30	Church returned to existing state – return fixtures and fittings	Clear up team
20:00	End – church/crypt closed and locked	Short briefing session with team
20:10	All leave	

Note: This is not an exhaustive list and will be subject to change as event is developed.