

03 / SWITCH EXAMPLE

Worked example of an indoor switch

Fictional event: an indoor ceremony room is already reserved and approved. Guests arrive at 14:45 for a 15:00 ceremony. The venue decides on an ordinary rain-related layout change; no emergency is in progress. The outdoor plan is dropped once the indoor change is confirmed.

Local time	Owner	Action
13:10–13:20	Venue lead and coordinator	Confirm layout B and brief the assigned teams
13:20–13:50	Venue setup crew	Place chairs using the approved plan
13:50–14:05	Sound supplier	Set and check the indoor system
14:05–14:15	Venue lead	Check layout, access and readiness
14:15–14:30	Assigned teams	Contingency and any corrections
From 13:20 in parallel	Guest communicator	Send approved message and redirect arrivals
14:45	Arrival team	Welcome guests at the confirmed indoor entrance

What is assumed

The furniture is available, the room is free, the route is approved and the required crew is on site. The guest communicator is not counted as part of the setup crew. The ceremony location has been confirmed with the officiant or registrar where required.

What the message says

"Today's ceremony will be indoors in [room] at [venue]. The ceremony remains at 15:00; please arrive from 14:45 through [entrance]. Use [approved parking or drop-off]. If you need help reaching the entrance, contact [person and number]."

A boundary that prevents confusion. This is a planned layout change before guests arrive. If conditions become dangerous, use the venue's emergency instructions immediately; do not try to finish this sequence first.



WORKSHEET 4 / ORDINARY LAYOUT CHANGE

Switch sequence and resource check

Backup ready time and guest arrival time

Task in order	Dependency	Named team	Duration	Must finish by

Sequential duration plus contingency and checks

Latest calculated activation time

Earlier reservation staffing or installation cutoff

Final agreed decision time and person confirming

Check that people and resources are available. This is for a planned non-emergency switch; emergency movement follows the venue’s safety plan.