A picture containing text, sign

Description automatically generated

**Title of Event**

**Day, Month and Day, Year**

**Event Venue**

**Run of Show**

|  |  |  |
| --- | --- | --- |
| **x:xx p.m.** | First important aspect of the event (i.e. vendor arrival to venue, your arrival to venue, day-of promotion sent, VIP’s arrival to airport, etc.) | Vendor names |
| **x:xx p.m.** | Highlight high-level details of the event (i.e. sound checks, vendor set-ups complete, volunteer meetings/review, doors open to the venue, etc.) | VIP names |
| **x:xx p.m.** | Begin minute-by-minute details for the VIP (i.e. VIP arrives to venue, VIP sound check, VIP meetings with various individuals, VIP robing/dress for any special ceremony, etc.) |  |
| **x:xx p.m.** | Event begins |  |
| **x:xx p.m.** | Note each pertinent point of your program, specifically when speaking roles change (i.e. singing of national anthem, emcee welcome, introduction of the VIP, VIP keynote, etc.) | Speaker Names |
| **x:xx p.m.** | Event concludes |  |
| **x:xx p.m.** | List any other significant items that must be completed after the event (i.e. clean-up, dismantle stage, debrief with team, etc.) |  |