**Event Timeline**

5:40 p.m. Ballroom doors open

**LED Screen:** XXX slide **TV Monitor in Foyer:** XXX slide **Microphone:** N/A **Lights:** Program level

**Timer:** N/A

**Other:** Upbeat music

6:00 p.m. **Guests arrive**

6:05 p.m.

**VOG:** *“Ladies and gentlemen, please be seated. The program will begin momentarily.”*

**Guests are seated**

6:12 p.m.

**VOG:** *“Ladies and gentlemen, please be seated. The program is about to begin.”*

6:15 p.m.

**VOG:** *“Ladies and gentlemen, please welcome NAMES.”*

**LED Screen:** XXX title video **TV Monitor in Foyer:** Video feed of full stage **Microphone:** Podium **Lights:** Program level **Timer:** 5 minutes, podium

**Other:** Stage wash stage left - podium

**Welcome Remarks** (5 minutes)

XXX

***AVFX please note:*** *XXX should introduce XXX, but in the instance he doesn’t, please play the VOG intro of XXX.*

6:20 p.m.

**LED Screen:** XXX animated title video

See remarks for additional animations during remarks

**TV Monitor in Foyer:** Video feed of full stage **Microphone:** Podium **Lights:** Program level **Timer:** 5 minutes, podium

**Other:** Stage wash stage left - podium

**Remarks** (5 minutes)

Presenter Name

6:25 p.m.

**LED Screen:** XXX Video

**TV Monitor in Foyer:** XXX Video **Microphone:** N/A **Lights:** Dim for video **Timer:** N/A

**Other:** N/A

XXX **Video** (90 seconds)

6:28 p.m.

**VOG:** *“Ladies and gentlemen, please welcome* XXX [Phonetic Spelling], *Title.”*

**LED Screen:** Phonetic animated title video

See remarks for additional animations during remarks

**TV Monitor in Foyer:** Video feed of full stage **Microphone:** Podium **Lights:** Program level **Timer:** 4 minutes, podium

**Other:** Stage wash stage left - podium

**Remarks** (4 minutes)

Name & Title

6:32 p.m.

**LED Screen:** XXX Video

**TV Monitor in Foyer:** XXX Video **Microphone:** N/A **Lights:** Dim for video

**Timer:** N/A **Other:** N/A

**XXX Video** (90 seconds)

6:34 p.m.

**VOG:** *“Ladies and gentlemen, please welcome NAME [phonetic spelling], Title.”*

**LED Screen:** XXX animated title video

See remarks for additional animations during remarks

**TV Monitor in Foyer:** Video feed of full stage **Microphone:** Lavalier mics **Lights:** Program level **Timer:** 2 minutes for introduction then see below for remaining timing, stage

**Other:** Stage wash panel (7 chairs)

**Panel Discussion** (26 minutes)

(2 minute introduction, 8 minutes per XXX segment)

Moderated by

XXX ***Timer: 2 minutes***

Title

XXX ***Timer: 4 minutes***  
Grateful Patient

XXX ***Timer: 3 minutes***

Title

XXX ***Timer: 4 minutes***  
Title

XXX ***Timer: 3 minutes***

Title

7:00 p.m.

**VOG:** *“Ladies and gentlemen, please welcome XXX [phonetic spelling], title”*

**LED Screen:** XXX animated title video

See remarks for additional animation during remarks

**TV Monitor in Foyer:** Video feed of full stage **Microphone:** Podium **Lights:** Program level **Timer:** 5 minutes, podium

**Other:** Stage wash stage left – podium

**Remarks** (5 minutes)  
XXX

Title

7:05 p.m.

**LED Screen:** XXX animated title video

**TV Monitor in Foyer:** Video feed of full stage **Microphone:** Podium **Lights:** Program level **Timer:** 5 minutes, podium

**Other:** Stage wash stage left – podium

**Closing Remarks** (5 minutes)

Name, Title

7:10 p.m.

**LED Screen:** XXX slide **TV Monitor in Foyer:** XXX slide **Microphone:** N/A **Lights:** Program level **Timer:** N/A

**Other:** Upbeat music

Walk-out - Guests to enjoy cocktails and dinner stations in XXX