**Detailed Run of Show**

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| **Date and Time: \_\_\_\_\_\_\_**  Zoom link or location: \_\_\_\_\_\_  Goals and Reminders for team: \_\_\_\_\_\_\_ | | | | | | |
| Start | End | Min | What/activites | Lead  (Presenter and speaker) | Background lead  Computer, screen | Materials |
| *11:15am* | *11:45am* | *30* | *Prep – adults on – share screen capabilities, break out rooms set up, polling q’s set up, co-hosts designated*  *Open PPT for Kickoff* | *Name* | *Name* | *Content – Name responsible* |
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