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**Title of Event**

**Day, Month and Day, Year**

**Event Venue**

**Run of Show**

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| **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.) |
| **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.)  |
| **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.)  |
| **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.) |