**Saint Joseph’s University Special Event Planning Procedures**

**Sample Run of Show**

**Last Updated: January 29, 2020**

**Name of Event – Event Date**

**RUN OF SHOW**

**12:00 pm AV set-up**

**4:00 pm Guest speaker arrives** *(location), who is meeting, special needs?*

**4:30 pm Stage Party Walk-thru** *(location)*

**5:00 pm Doors open** (staffing, location)

**5:00 pm Posed photos** (*location*)

**5:30 pm Private Reception – Criteria to be invited?** *(location)*

**6:00 pm General Reception** *(location)*

**6:45 pm Move to Dinner/Presentation** *(location)*

**7:00 pm Welcome |** name of speaker

* Intro of name

**7:03 pm President’s Remarks |** Mark C. Reed, Ed.D.

* Intro of speaker of blessing

**7:09 pm Blessing |** speaker name

**7:12 pm DINNER**

**8:12pm Welcome back** **|** speaker name

**8:14 pm Remarks | Presentation | Awards |** participant names

**8:34 pm Closing |** speaker name

**8:45 pm EVENT ENDS**