

Sample Run of Show

Key Point People

Main Stage--

Volunteer/Donation Issues--

Photography--

TIME	EVENT	LOCATION A/V NOTES
4:00	<ul style="list-style-type: none"> Looped presentation begins Leaderboard displayed 	<ul style="list-style-type: none"> R&L screens Main screen
4:45	Honorees arrive, greeted by comittee hosts	music starts(iPhone)
4:55	Honoree group photos and individual photos	location
5:40	Emcee and Director to Mainstage	
5:45	Director: Welcome, thanks, where proceeds go, intro emcee Emcee: Hye audience, announce goal for the night, 6:30 goal and Top Fundraiser Prize (____sets goal throughout the night)	Main Stage light/sound effect
6:00	Chat at photobooth Check out photobooth, use hashtag Interview	small stage
6:10	Sponsor Rep to the stage	
6:15	Emcee with sponsor rep --Tell client story & why sponsor supports (unique role) ---Emcee- Hype about 6:30 goal	Main Stage light/sound effect
6:20	Honorees go backstage, Staff to queue honorees alphabetically	backstage
6:25	Emcee (45 seconds) -Reminder about 6:30 goal -5 minutes til honoree presentation	Dump \$\$ corp
	Director and Emcee to mainstage	
6:35	Emcee - -Celebrate 6:30 goal -Introduce chair of Honoree Committee -Honoree presentation -Video -Set goal for 7:15 , hype	Main Stage light/sound effect honoree slides; Video

7:05	Emcee (30 seconds) -Reminder about 7:15 goal -Door prize drawing in 10 minutes -Reminder to at-home audience donating	Main Stage Dump \$\$ corp
7:10	Names for drawing to the stage	
7:15	Emcee with sponsor rep -Celebrate 7:15 goal, set goal for end of the night -Tell client story & why sponsor supports -Announce prize winner & reminder about top prizes -Set 7:35 goal, hype	Main Stage light/sound effect prize slide Dump \$\$ corp
7:35	Emcee -Announce Most Social -Announce reached 7:35 goal -Hype crowd for final fundraising push/goal -Remind that Top Fundraiser prize is in 10 minutes -Reminder to at-home audience to donate	Main Stage light/sound effect prize slide Dump \$\$ corp
7:50	Emcee- 2 minue countdown to Top Fundraiser--Last chance to give! Introduce event co-chairs	Main Stage Light/sound effect
7:55	Announce Top Fundraiser (person) *must announce at exactly 7:55 -no sooner Emcee- Thanks and encourage people to donate later tonight/tomorrow. Sign off	Main Stage

Contact Information

First LastName – 555-555-5555

First LastName – 555-555-5555

First LastName – 555-555-5555

First LastName – 555-555-5555

First LastName – 555-555-5555