**Event Timeline**

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| --- | --- |
| **Time:** 5:40 p.m. | **Agenda:** Ballroom doors open |
|  |  |
| **Details:** |
| LED Screen:  | XXX slide |
| TV Monitor in Foyer:  | XXX slide |
| Microphone: | N/A |
| Lights:  | Program level |
| Other: | Upbeat music |

|  |  |
| --- | --- |
| **Time:** 6:00 to 6:12 p.m. | **Agenda:** Guests arrive, Guests are seated. |
|  |  |
| **Details:** |
| VOG: | “Ladies and gentlemen, please be seated. The program will begin momentarily.” |
| VOG: | “Ladies and gentlemen, please be seated. The program is about to begin.” |

|  |  |
| --- | --- |
| **Time:** 6:15 p.m. | **Agenda:** Welcome Remarks, Show Opening |
|   |  |
| **Details** |
| 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 |
| AVFX please note:  | XXX should introduce XXX, when he doesn’t, please play the VOG into. |

|  |  |
| --- | --- |
| **Time:** [Time] | **Agenda:** [Agenda] |
|  |  |
| **Details:** |
| LED Screen:  | XXX animated title video |
| TV Monitor in Foyer:  | Video feed of full stage |

[NOTE: Add more lines according to Event Segments]