

DRAFT RUN SHEET

EVENT _____

Date:

Venue:

Times:

Contacts: Organiser:
Venue Contact:
Emcee:
Speaker #1
Speaker #2
Other:

TIME	WHAT	WHO
	Room available Set up/AV check	All Emcee/speakers
	Doors open/Networking Drinks and canapés	
	Welcome/programme Thanks sponsors, etc	Emcee
4 min max	Intro Speaker #1 Thank speaker-gift?	Emcee
4 min max	Intro Speaker # 2 Thank speaker-gift?	Emcee
10 min max	thank you / Wrap up Speakers/Sponsors/guests	

Emcee checklist;

- AV contacts name
- Sound, lighting, staging
- Speaker gifts
- Toilets
- Emergency Exits
- Floor layout
- Smoking