OVERALL OBJECTIVES:

Use this template to create a step-by-step map to everything that's happening before, during and after your summit. Make sure to circulate the run of show prior to the event and have it available to all staff and volunteers who will play a part in making the event a success.

Some items to make sure to list include: times for speakers to arrive, lunch breaks, when the core team should arrive and leave and who is responsible for each piece of the day.

Time	What's Happening	Who /Point of Contact	Location	Notes
10AM	Partners arrive and set up tables	Betty White	Ballroom 1	-
10:30AM	Volunteers arrive for pre-event huddle	Sophia Petrillo	Lobby near the elevators	Look for the purple sign that says "check-in"
11AM	Pre-event huddle with staff and vols	Sophia Petrillo	Conference Room 1	Go over the day's tick-tock, roles and any last minute questions.
12PM	Doors open for attendees	Building manager		
1PM	Session begins	Speaker: Jane Doe	Main stage	Call time 12:50 PM

Run of Show Template

Time	What's Happening	Who /Point of Contact	Location	Notes

Core Team Contact Information:

Full Name	Cell Phone #	E-Mail	Role of the Day
Ex: Sophia Petrillo	602.567.8901	spertillo@gmail.com	Volunteer Coordinator