Name of Event
Date
Time
Location

SCENARIO

Event Purpose:

Invited Guests (Groups/VIPs):

Event Contacts
Logistics:
Marketing:
Volunteers:

6:30 AM **Event Staff Arrives** – (List Names)

8:00 AM **Tour Guides Arrive**
- (Staff Assignment) to greet and oversee set-up

BY 8:30 AM Catering sets up cocktail tables, linen, floral arrangements, PA systems, microphones, etc.

8:30 - 9:00 AM Volunteer Staff Arrives: (List Names)

Registration set up: (Staff Assignment)
- A-L, M-Z Alpha RSVP list & 2 Master Invite Lists – names only
- Programs
- Volunteers to assist with guest check-in/recognition

VIP Seating: (Staff Assignment) Place reserved cards on 30 spots at front

Media Relations and Printed Marketing Materials: (Staff Assignment)

Photography: (Staff Assignment) to review event flow & shot list
- Photographer, Videographer & AV

Entertainment: (Staff Assignment) Contact for performers at event
- Sound check with singer & keyboardist

BUILDING TOURS

10:00 AM **Guest arrival and reception**

10:00-11:00 AM **Self Guided Tours**

11:05 AM **Guests return to outside reception area and are seated for program**

DEDICATION PROGRAM

11:15 AM **(Staff Assignment) gathers all speakers to be seated:** List Names

11:20 AM **Music (National Anthem) [3 min]**

11:23 AM **Host/MC [2 min]**

- Welcomes guests and thanks performers
- Introduces President/Chancellor

11:25 AM **Chancellor/President [5 min]**

- Remarks to be provided by (Staff Assignment)
- Intro VIP guest speaker

11:30 AM **VIP Guest Speaker 1[5 min]**

11:35 AM **Performers to sing "Title of Song" [5 min]**

11:40 AM **Host/MC to introduce VIP Guest Speaker 2 [1 min]**

11:41 AM **VIP Guest Speaker 2 [2 min]**

- Introduces VIP Guest Speaker 3

11:43 AM **VIP Guest Speaker 3 [2 min]**

- Introduces researcher

11:45AM **Researcher [2 min]**

11:47 AM **High Level Donor [5 min]**

11:52 AM **Chancellor/President [3 min]**

11:55 AM **Host/MC thanks guests and announces end of program**

12:00–12:30 PM Literature Table – as guests are leaving: (Staff Assignment)

- (Staff Assignment) to provide Marketing literature