**Tech Script Template w/out talking points**

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| **Approx. Time** | **Segment** | **Who** | **Min** | **Live-stream Visual Assets** | **Graphics & Overlays** |
| 4:00:00 PM | Studio CALL TIME |  |  |  |  |
|  | STUDIO ADDRESS: 519 NE Hancock Street, Suite A; Portland, OR 97212 |  |  |  |  |
| 5:00:00 PM | Tech Rehearsal w/ Host(s)/Auctioneer  | <host name> |  |  |  |
| 6:30:00 PM | PRE-CAST: Pre-show slideshow on rotation: photos of farmers market community, chefs, mission message, sponsor logos; how to watch, participate, register; "we'll be starting at 7:00" | Pre-EventPPT Loop | 30 min (pre-show) | PPT Loop |  |
| 7:00:00 PM | ON AIR LIVE BROADCAST:Welcome address Event overview: explain the elements of the night--reference program, invite guests to share and use # | <host(s) name> | 0:05:00 | **how to register + donate; #hashtag** | <host name, title> |
| 7:05:00 PM | VIDEO: Overview | Video | 0:03:05 | <video name>.mp4 | [not needed if in video] |
| 7:08:00 PM | LIVE: Welcome, gratitude, thank you for being here to support this movement; transition to video | <host(s) name> | 0:03:00 |  | <host name, title> |
| 7:11:00 PM | VIDEO: <name> | Video | 0:02:49 | <video name>.mp4 | [not needed if in video] |
|  | VIDEO: <name> | Video | 0:01:33 | <video name>.mp4 | [graphics/overlay] |
|  | VIDEO: <name> | Video | 0:01:13 | <video name>.mp4 | [graphics/overlay] |
| 7:17:00 PM | LIVE: This is how you bid | <host(s) name> | 0:01:00 | **slide for how to bid** |  |
|  | LIVE: Auction item #1 | PPT w/ Host PIP | 0:01:00 | **PPT Slide#** |  |
|  | LIVE: Auction item #2 | PPT w/ Host PIP | 0:01:00 | **PPT Slide#** |  |
|  | LIVE: Transition to next video | <host(s) name> | 0:00:30 |  |  |
| 7:21:00 PM | VIDEO: <name> | Video | 0:03:26 | <video name>.mp4 | [not needed if in video] |
|  | VIDEO: <name> | Video | 0:01:13 | <video name>.mp4 | [graphics/overlay] |
|  | VIDEO: <name> | Video | 0:01:33 | <video name>.mp4 | [graphics/overlay] |
| 7:27:00 PM | LIVE: Ask to Give, with thank you to donors + how are we reaching our goals; etc | <host name> | 0:01:00 | **call to donate slide** | Overlay [thermometer] |
|  | LIVE: Auction item #3 | PPT w/ Host PIP | 0:01:00 | **PPT Slide#** |  |
|  | LIVE: Auction item #4 | PPT w/ Host PIP | 0:01:00 | **PPT Slide#** |  |
|  | LIVE: Auction item #5 | PPT w/ Host PIP | 0:01:00 | **PPT Slide#** |  |
|  | LIVE: Transition to next video | <host(s) name> | 0:00:30 |  |  |
| 7:32:00 PM | VIDEO: <name> | Video | 0:00:56 | <video name>.mp4 | [graphics/overlay] |
|  | VIDEO: <name> | Video | 0:00:30 | <video name>.mp4 | [graphics/overlay] |
|  | VIDEO: <name> | Video | 0:02:49 | <video name>.mp4 | [graphics/overlay] |
| 7:37:00 PM | LIVE: Ask | <host(s) name> | 0:01:00 | **call to donate slide** | Overlay [thermometer] |
|  | LIVE: Auction item #6 | PPT w/ Host PIP | 0:01:00 | **PPT Slide#** |  |
|  | LIVE: Auction item #7 | PPT w/ Host PIP | 0:01:00 | **PPT Slide#** |  |
|  | LIVE: Transition to Thanking Our Sponsors Video |  | 0:00:30 |  |  |
| 7:40:00 PM | VIDEO: <name> | Video | 0:00:56 | <video name>.mp4 | [graphics/overlay] |
| 7:41:00 PM | LIVE: Gift of gratitude: Host pulls guest's name in drawing for gift | <host(s) name> | 0:02:00 |  |  |
|  | LIVE: Host reads names of donors who have given | <host(s) name> | 0:01:00 |  |  |
|  | LIVE: Transition to next video | <host(s) name> | 0:00:30 |  |  |
| 7:44:00 PM | VIDEO: <name> | Video | 0:00:56 | <video name>.mp4 | [graphics/overlay] |
|  | VIDEO: <name> | Video | 0:02:56 | <video name>.mp4 | [graphics/overlay] |
|  | VIDEO: <name> | Video | 0:02:18 | <video name>.mp4 | [graphics/overlay] |
| 7:50:00 AM | LIVE: Auction item #8 | PPT w/ Host PIP | 0:01:00 | **PPT Slide#** |  |
|  | LIVE: Auction item #9 | PPT w/ Host PIP | 0:01:00 | **PPT Slide#** |  |
|  | LIVE: Final appeal/call-to-action | <host name> | 0:02:00 |  |  |
|  | LIVE: Final-fund-a-future call to action/give for fund-a-need. go through different donation levels; acknowledging donors; giveaway  | <host name> | 0:05:00 | donation levels slides | Overlay [thermometer] |
|  | LIVE: Transition to next video | <host name> | 0:00:30 |  |  |
| 7:59:00 PM | VIDEO: <name> | Video | 0:04:48 | <video name>.mp4 | [graphics/overlay] |
| 8:03:00 PM | LIVE: Final update on donations + you can still donate and bid; bidding ends at 9:00pm; thank you and good night | <host(s) name> | 0:02:00 |  |  |
| 8:05:00 PM | OFF AIR: Final thank-you/call to action slide (still/loop) | Post-Event PPT Loop |  | closing thank-you slide/PPT |  |
|  |  |  |  |  |  |
|  | **TOTAL** |  | **1:05:44** |  |  |
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