THIS IS AN EXAMPLE - YOU MAY USE THIS FORMAT IF IT WORKS FOR YOU!

**Org Name:**

**Event:**

**Date:**

**Time:**

4:30 p.m. Call time for Technical Run-through (Virtual or in the studio)

5:00 p.m. Final Technical Run-through

6:30 p.m. Pre-Show: Slides with photos, sponsor logos, how to watch, -to participate, -to register

7:00 p.m. Video: “NAME” (3.5 min)

 Video: “NAME” (3:12 min)

Live: Co-Hosts, “NAME”

Video: “NAME” (1.5 min)

7:15 p.m. Impact 1: Video: “NAME” (1:35 min)

Live: Co-Hosts, “NAME”

Impact 2: Video: “NAME” (1:35 min)

Live: Host provide vignettes/donor recognition (impact of gift)

Live: Auctioneer give now and promote online auction and raffle

Live: Auctioneer Watch to Win drawing 1

7:30 p.m. Impact 3: Video: “NAME” (1:45 min)

Live: Auctioneer announce pre-committed gifts and live donor recognition

Video: Our volunteers keep our org working

Live: Host provide vignettes/donor recognition (impact of gift)

Impact 4: Video: “NAME” (1:55 min)

Live: Auctioneer give now and promotes online auction and last call for raffle

Live: Auctioneer Watch to Win drawing 2

Raffle sales closed

7:45 p.m. Impact 5: Video: “NAME” (2:35 min)

Live: Auctioneer provide live donor recognition

Live: Host provide vignettes (impact of gift)

*Video: Thank You message (:37)*

7:50 p.m. Live: Hosts promote online auction and announce current bids

7:55 p.m. Live: Hosts raffle drawing and announce winner

Live: Hosts thank you and goodnight

8:00 p.m. Roll credits with photo montage and promote online auction

8:15 p.m. Off Air // Online auction closes 8:30 p.m.

**Production**

**Client Contact:**

**Technical Producer:**

**Studio Director:**

**Host:**

**Co-host:**

**Event URL // Live stream:**

|  |  |  |
| --- | --- | --- |
|  | **DETAILED SCRIPT** |  |
| **TIME** | **DESCRIPTION** | **NOTES** |
| **6:30 PM** | **Pre-Show** | PPT |
| **7:00** | **Go LIVE** | avstream.me/XXX |
|  |  **Video: “NAME”** **(3.5 min)** | Video (3:30) |
| **7:04** | **CEO, John Doe** | Video (3:12) |
| **7:07** |  | Graphic overlay: XXXXX, Co-Host |
|  | *X* | Graphic overlay: XXXXX, CEO & Co-Host |
|  |  | Graphic overlay XXXXX |
|  |  | Golden Ticket Raffle slide |
|  |  |  |
|  |  | Video (1.5 min) |
|  |  | Graphic overlay: XXXXX CEO & Co-Host |
|  |  | Video (1:35 min) |
|  |  | Graphic overlay XXXXXSlide glasses and wine from XXXXOverlay: XXXX Charitable Fund will match the first $25,000 raised |
|  |  | Video (1:31 min) |
|  |  |  |
|  |  | Overlay: XXXXXX will match the first $25,000 raised |
|  |  | Auction slide:  |
|  |  | Confetti |
|  |  | Video (1:46 min) |
|  |  |  |
|  |  |  |
|  |  | Video (1:31 min) |
|  |  | XXXX |
|  |  | Video (2:05 min) |
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|  |  |  |
|  |  | *Video (:37)* |
|  |  |  |
| **8:00** | **Roll credits** |  |
| **8:15** | **Off Air** |  |
| **8:30** | **Auction closed** |  |