EVENT NAME:

DATE & TIME:

STUDIO:

AUDIENCE LINK to tune in Live:

GO LIVE TIME:

LIVE SPEAKER(S):

HOST(S):

LOGIN ZOOM LINK for speakers:

Please **call into this Zoom line ONE hour before** the live broadcast GO LIVE time listed above.

*This will allow us time to do a rehearsal and sound check.*

LOGIN ZOOM LINK for Production Team:



LOGIN for Host/Teleprompters:

Google Doc link for teleprompter:

**Supplemental Production Elements**

Pre-event slide show PPT

Program PPT to support the live broadcast

Videos to support the live broadcast:

#1 Video – *exp: Gary Powell Part 1 on Campus (1:44)*

#2 Video – *exp: Dr. Balderas Acceptance (2:41)*

*List all videos in the order they will be played with the duration time length for each video.*

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| **TIME** | **SCRIPT** | **TECH NOTES** |
| 4:00 PM | Call Time (at the studio or via Zoom) |  |
| 4:30 PM | Run-Through<list anyone needing to do the run-through> | Headset for <name>HH for <name> |
| 5:30 PM | Pre-Cast Starts | Pre-Cast PPT  |
| 5:45 PM | Text Msg: Live at 6 PM - Join us on Facebook/YouTube/Vimeo etc.Insert Link  | Graphics |
| 5:55 PM | Roll Video <name, duration> | VIDEO |
| 6:00 PM | Text Msg: We are live! Join us on <PLATFORM>Bidding closes at 6:45 PM | Graphics |
| 6:00 PM | **HOST/MC - Welcome**Good evening! Welcome to…Thank you for joining us for our first ever virtual benefit. Thank you to everyone watching at home and for placing those bids in the online auction! <INTRODUCTION OF HOST(S)>A couple recommendations on how best to watch tonight’s event…We invite you to get social with us. Post a picture of where you are in the world tonight and tag us with hashtag #Also, use the chat feature on the livestream sidebar. We want to hear from you!We want our viewers at home to know that we are adhering to CDC guidelines as we bring you this virtual celebration. We have a small but mighty crew with us this evening.As we begin tonight, please join me in welcoming from his home…  | PPT #1Open to Live shot of stageLIVEHow to Watch PPT slideLIVE |
| 6:05 PM | **WELCOME** | Pre-recorded or Zoom? |
| 6:08 PM | **HOST/MC - introduces <NAME>**  | LIVE |
| 6:09 PM | **<NAME> remarks (INSERT below)**Good evening and welcome … ...Again, I want to thank you for your support – we are deeply grateful for your part. | LIVE  |
| 6:14 PM | **HOST/MC <name>**Thank you **<NAME>** for your inspiring message and for your leadership.Thank you, to all of you at home, for being part of this celebration tonight! We welcome your messages.*Refer to live chat coming in and encourage viewers to send messages of support.* | LIVE |
| 6:18 PM | **HOST/MC <name>**It’s exciting to see the tremendous support coming in from our supporters. INSERT script**HOST/MC <name>** *transitions to…*Tonight, we join in collective support to…INSERT script**HOST/MC <name> *Recognize sponsors***Shout out to our viewers at home! We appreciate all of you!Thank you to our Sponsors: Presenting Sponsor <NAME>Thank you to <NAME> for your tremendous support to make this virtual event possible.So many people behind the scenes to make this all come to you in your home. As we conclude tonight’s event, please pay attached to the next video for a special announcement. Stay safe and stay well. | LIVELIVEPPT slideLIVE |
|  | **Closing** Play **Video <name & duration>** | VIDEO |
| 6:50 PM | Off Air | Roll post-event PPT deck |
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