

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.*

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	<p>HOST/MC - Welcome Good evening!</p> <p>Welcome to...</p> <p>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!</p> <p><INTRODUCTION OF HOST(S)></p> <p>A couple recommendations on how best to watch tonight's event...</p> <p>We invite you to get social with us. Post a picture of where you are in the world tonight and tag us with hashtag #</p> <p>Also, use the chat feature on the livestream sidebar. We want to hear from you!</p> <p>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.</p> <p>As we begin tonight, please join me in welcoming from his home...</p>	<p>PPT #1 Open to Live shot of stage</p> <p>LIVE</p> <p>How to Watch PPT slide</p> <p>LIVE</p>
6:05 PM	WELCOME	Pre-recorded or Zoom?
6:08 PM	HOST/MC - introduces <NAME>	LIVE

<p>6:09 PM</p>	<p><NAME> remarks (INSERT below)</p> <p>Good evening and welcome ...</p> <p>.</p> <p>.</p> <p>.</p> <p>Again, I want to thank you for your support – we are deeply grateful for your part.</p>	<p>LIVE</p>
<p>6:14 PM</p>	<p>HOST/MC <name></p> <p>Thank you <NAME> for your inspiring message and for your leadership.</p> <p>Thank you, to all of you at home, for being part of this celebration tonight! We welcome your messages.</p> <p><i>Refer to live chat coming in and encourage viewers to send messages of support.</i></p>	<p>LIVE</p>
<p>6:18 PM</p>	<p>HOST/MC <name></p> <p>It's exciting to see the tremendous support coming in from our supporters.</p> <p>INSERT script</p> <p>HOST/MC <name> transitions to...</p> <p>Tonight, we join in collective support to...</p> <p>INSERT script</p> <p>HOST/MC <name> Recognize sponsors</p> <p>Shout out to our viewers at home! We appreciate all of you!</p> <p><u>Thank you to our Sponsors:</u> Presenting Sponsor <NAME> Thank you to <NAME> for your tremendous support to make this virtual event possible.</p>	<p>LIVE</p> <p>LIVE</p> <p>PPT slide</p>

	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.	LIVE
	Closing Play Video <name & duration>	VIDEO
6:50 PM	Off Air	Roll post-event PPT deck