



TEAMS LIVE RUN OF SHOW SCHEDULE

PRESENTER LIST

30 MINUTES UNTIL MEETING START

Lead Producer joins meeting cues slides
Production Staff join meeting
Test Networking speed

20 MINUTES UNTIL MEETING START

Moderator and **Presenters** join meeting

15 MINUTES UNTIL MEETING START

Producer will run a mic, video and lighting check for all presenters

5 MINUTES UNTIL MEETING START

Producer notifies participants of 5 minute warning and mutes presenters

PRODUCTIONSTAFF

Lead Producer -

2 MINUTES UNTIL MEETING START

Moderator shares number of attendees waiting in Lobby
Producer cues first Presenter in live video
Presenter un- mutes themselves

Assistant Producer -

AT THE MEETING START TIME

Moderator -

Producer reminds participants of start and will count down to start meeting and confirm session is recording- when video outline turns from yellow to red

Assistant Moderator -

Moderator posts welcome message in Q& A

5 MINUTES UNTIL MEETING CLOSE

Moderator cues time's up in internal chat
Producer hits "End" to close event, then closes Q& A
Presenters exit while muted