

The run-of-show is a chronological list of what is happening when and who is involved in each step, i.e. emcee, speakers, food service, entertainment, etc. The run-of-show is an important tool to use to communicate with everyone involved in the program the timing of each segment.

This example is for an awards dinner with a keynote speaker hosted by a department on campus.

## **ABC EVENT**

DATE

LOCATION

TIME

<b>TIME</b>	<b>ACTIVITY</b>	<b>WHO</b>
6:50 p.m.	Guests are seated for dinner	<u>Department Staff</u>
7 p.m.	Welcome/Opening Remarks	<u>Host/Emcee</u>
7:10 p.m.	Dinner Served	<u>Caterer</u>
7:55 p.m.	Program Begins/ Introduction of Speaker	<u>Host/Emcee</u>
8 p.m.	Guest Speaker	<u>Speaker</u>
8:15 p.m.	Presentation of Awards Photos of each awards presentation on stage	<u>Host/Emcee</u> <u>Photographer</u>
8:35 p.m.	Closing Remarks	<u>Host/Emcee</u>