

**SAMPLE**

**RUN OF SHOW – Personally Speaking with John David Smith**  
6:30 pm Tuesday, Feb 10, 2015, at UNC Charlotte Center City, 320 E. 9<sup>th</sup> Street

Person in Charge. Office: 704-687-XXX email@uncc.edu)

Time	Activity
5:15 p.m. – 5:30 p.m.	Events Manager & Communications Director arrive for set-up, work with UNC Charlotte staff at The Dubois Center at UNC Charlotte Center City; Atkins Library staff arrives <ul style="list-style-type: none"> <li>• Check microphones/sound</li> <li>• Check w/ technician to project book cover on screen behind podium</li> <li>• Set up registration table; book tables and chairs; tent sign for food table</li> <li>• Ensure reserved VIP parking signs are in place</li> <li>• Set up banners</li> <li>• Confirm schedule with caterers</li> <li>• Put out bookmarks, Join the Conversation cards and <i>Exchange</i> magazines</li> <li>• Reserve seats inside auditorium</li> <li>• Student volunteers arrive, receive assignments (greeters, registration desk)</li> </ul>
Parking between 5:45 - 6:15 p.m.	Parking spaces are reserved in names of speaker, Dean, committee chair, other special guests. Please park in Visitors Parking Spaces at the side of the Enterprise Rental Car building across Ninth Street from the main entrance of Center City. Each name will be posted on the wall at the parking space.
5:45 p.m. 6:05 - 6:35 p.m.	<ul style="list-style-type: none"> <li>• <b>John David Smith</b> arrives, checks audio. Technician on hand.</li> <li>• Microphone at podium for speakers; two hand-held microphones for Q&amp;A.</li> <li>• Guests arrive, get program, comment card and drink tickets at 1<sup>st</sup>-floor registration table</li> <li>• Bar opens for 30 minutes before presentation – wine, beer, non-alcoholic beverages available.</li> </ul>
6:20 – 6:30 p.m.	<ul style="list-style-type: none"> <li>• Staff, volunteers invite guests to move into auditorium.</li> </ul>
6:30 – 6:40 p.m.	<ul style="list-style-type: none"> <li>• Guests inside lecture hall. Doors closed. Bar closes (6:35). Late guests directed to rear entrance.</li> <li>• Dean Gutierrez welcomes, gives housekeeping details (reception, book signing to follow, comment cards, one remaining PS event), introduces Cheryl Hicks</li> <li>• Hicks introduces Smith</li> </ul>
6:40 – 7:15 pm	<ul style="list-style-type: none"> <li>• Smith presentation</li> <li>• Roberson takes photographs</li> </ul>

Time	Activity
<p>7:30</p> <p><b>7:15 – 7:35p.m.</b></p>	<ul style="list-style-type: none"> <li>• Barnes &amp; Noble sets up book-selling table outside in atrium</li> <li>• Chartwells completes food set-up</li> <li>• Hicks invites questions until 7:35 - 7:40 p.m. -- two student volunteers take microphones to guests so everyone can hear questions</li> <li>• Hicks: Thanks for coming; reminders: One remaining Personally Speaking talk, Smith book on sale at reception; complete and turn in comment cards to student volunteers or leave on registration table.</li> </ul>
<p>7:40 – 9:00 p.m.</p>	<ul style="list-style-type: none"> <li>• Reception and bar open; guests eat, drink, mingle</li> <li>• Book sales and book signing. (<i>Give out slips for guests to spell out their names for autographs</i>)</li> <li>• Volunteers and staff collect comment cards.</li> </ul>
<p>8:55 – 9 p.m.</p>	<ul style="list-style-type: none"> <li>• Bar closes; guests leave; caterers clean up. Registration items and banners packed up.</li> </ul>