TEAMS LIVE RUN OF SHOW SCHEDULE

PRESENTERS LIST

First Name Last Name  
Job Title

PRODUCTION STAFF

Lead Producer -  
First and Last Name  
Contact Number

Assistant Producer -  
First and Last Name

Moderator -  
First and Last Name

Assistant Moderator -  
First and Last Name

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

2 MINUTES UNTIL MEETING START

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

AT THE MEETING START TIME

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  
Moderator posts welcome message in Q&A

5 MINUTES UNTIL CLOSE

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