**Event title  
Event Date**

**Event Venue**

**Master**

**YouTube/Microsoft Teams link:** XXXX

**Background**

XXXX

**Purpose**XXX

**Timings**

XXXX

**Roles**

XXX – Event Lead

XXX – Technical Manager

XXX – Event Support

XXX – Registration Support and mic runner

XXX – Registration

**Date**

| **TIME** | **WHERE** | **ACTIVITY** | **LEAD** |
| --- | --- | --- | --- |
|  |  | Booking starts in XXX.   * AV set up can begin. |  |
|  |  | Event team set up.  AV set up continues. |  |
|  |  | Speakers start to arrive. Send them straight to XXX for the AV check.  Technical team will join the Microsoft Teams Live Event/YouTube stream and ensure everything is set up ready to go live. |  |
|  |  | Photographer arrives. Notify Event Lead. |  |
|  |  | Registration opens. If using Eventbrite, the Eventbrite organiser app can be used to check in guests on mobile devices.  Doors are open after the AV check. We will open doors as soon as possible. |  |
|  |  | Encourage guests to take their seats inside the lecture theatre.  XXX to stay at the registration desk and let any latecomers in. |  |
|  |  | **Event goes live** |  |
|  |  | Welcome from XXX.  Check live stream is working.  XXX to stay at the registration desk in case there are late arrivals and will monitor Microsoft Teams/YouTube from there. |  |
|  |  | Event timings – different speakers, Q&A, Panel etc to be broken down below |  |
|  |  | Direct guests to reception/dinner. |  |
|  |  | Reception ends |  |

**Guest List as of XXXX**

In person – XXX registered

Online – XXX registered

**Registration**

Please use the Eventbrite guestlist to check guests in. There will be signup sheets at the registration desk just in case they are not shown on the list.

Please note that the in-person element of this event has been invite only, however we may have some last-minute journalists joining the event

**Toilets**

Toilets are XXX location. Map below for guidance.

**Reserved seats**

Reserved seats for who, how many and where.

**Dress Code**

XXX

**Security**

XXX

**Photographer**

XXX

**Press**

XXX

**Live stream**

The event will be streamed to YouTube/ Microsoft Teams. The link will be circulated after the lecture to those who attending.

**Menu**

XXX

**Allergens**

XXX

**RSVP/Inbox Template**

Dear XXX,

Thank you for getting in touch with us.

Please use the link below to watch the XXX event on YouTube/Microsoft Teams:

XXX link

If you are unable to access the link above you can also watch this event live on our YouTube channel using the following link: XXX

If you have any further questions, please do let us know.

Best wishes,

XXX

**Phone numbers**

Duty Manager: XXX

Security: XXX

**Event Manager**

XXX, Role, team

E: XXX T: XXX