**Event Title --Staffing Timeline Template**

Location: ***Building --- Room Location***

Time: Start Time – End Time

**3:30 p.m. Set up begins (1 hour before lecture start time)**

Staff: (2) volunteers for set up, (1) class tech

**Supplies:** 1 chair per speaker, 1 table between each chair. Water glass/bottle per speaker. 5 minute sign. Reserved tents as needed. Directional signage. Pre-lecture slide show and backing slide, post-it notes, sharpie

**Tech:** Check lavalier and wireless mics. Set up PPT display. Check in-room recording if using

**Roles/Responsibilities:** (1) staff to set signage, stage, audience. (1) staff to review tech and introductions/timelines. Review stage seating, label each mic with name of speaker, side the mic should go on (for lapel mics). Set reserved tents as needed (Q/A, Event Lead, etc). Set 5 minute warning sign at event lead’s seat with reserved tent. Set hand held mic for Q/A staff assistance seat. Set up welcome signage outside door, directional signage around building if using.

**4:00 p.m. Doors open (30 minutes before lecture start time)**

**Staff:** (2) volunteers

**Roles/Responsibilities:** (1) staff at each entrance, greeting and answering questions. (1) staff escorting speakers

**4:20 p.m. Speakers arrive**

**Staff:** (2) volunteers

**Roles/Responsibilities:** (1) staff in room, setting up backing slides from pre-lecture slide show, brings mics to speakers then returns to doors. (1) staff with speakers, sets up mics, confirms order, reviews event timeline and escorts inside.

**4:30 p.m. Event begins**

**Staff:** (2) volunteers

**Roles/Responsibilities:** (1) staff escorts in speakers, (1) staff intro remarks

**5:15 p.m. Panel concludes – Q&A begins**

**Staff:** (1-2) volunteer

**Role/Responsibility:** (1) staff gives 5 minute wrap up sign, then 1-2 Q&A mic runners stand up and pass around mics

**5:25 p.m. Q&A concludes – closing remarks by [Name of Speaker]**

**5:30 p.m. Event concludes – breakdown begins**

**Staff:** (2) staff

**Roles/Responsibilities:** (1) staff to collect microphones, shut down PPT display, clear water glasses and bottles, collect signage and reserved tents. All available to bring chairs and tables back to events suite.