

Event Name: High Profile Live Event with Livestream

Date and Time: Jan 2, 2022 , 7pm-10pm

Location: Event Oval, Diana Center, lower level

Host: Liz Milbank

Speakers: Dalai Lama, Pope Francis, Malala

Operational staff (Barnard): Fred Barnard, Helen Altschul, AV Services

Contractors: Fancy Event Company Inc. (point of contact: Free Lancer)

ASL Interpreters: Ellen Futter, Julius Held

Event summary: Live-stream panel discussion between VIP speakers

- 9:00am: Load In
 - AV Services and Helen meet Free Lancer at the Claremont entrance to Barnard, and escort their team to the Event Oval, where the Fancy Event Company crew begins to set up.
 - AV and Helen stick around for a few minutes to answer any questions Free and the crew have. AV shows Free where all the in-room equipment is and how to access it, and makes it clear that certain equipment should remain untouched and untampered with. AV ensures Free has AV's number, as well as Helen and Fred's. Otherwise, all give the FEC crew enough room to safely work.
- 12:00pm: Check In
 - Liz, Helen, Fred, and AV return to the Oval to check on progress.
 - Representatives of the VIP guests arrive to make sure all requested amenities, security precautions, etc, are in place.
- 4:00pm: Sound Check
 - The VIP guests begin to arrive and test their presentations.
 - AV runs a test livestream that is not open to the public. Fred and Liz join the livestream to review audio quality and camera angles. They all work with FEC crew to adjust as needed.
- 5:00pm: Security Sweep
 - VIPs sit tight in the green room provided.
 - Security for the VIPs sweeps the building. All preparations must be done at this time, and all crew members and event staff/participants must be prepared to stay in place for the next 30 minutes.
- 6:00pm: Doors open
 - FEC's sound board operator starts playing some music as the audience files in.
 - Non-VIPs take their places.
 - AV starts the livestream and sets it to a holding slide until the event begins.
- 7:00pm: Event Begins/Introductory Remarks
 - AV stops sharing the holding slide and pins the main camera feed for the livestream.
 - Liz takes the stage and gives introductory remarks.

- Ellen begins interpreting, and continues for the duration until she is relieved by Julius later on.
- 7:15pm: the Dalai Lama is introduced
 - Liz introduces the Dalai Lama, who then takes the stage.
 - The Dalai Lama delivers remarks.
 - When his remarks are done, he takes a seat in one of the panel chairs.
- 7:45pm: Pope Francis is introduced
 - Liz returns to the stage to introduce the Pope
 - Pope Francis takes the mic and delivers remarks.
 - When his remarks are done, he takes a seat in one of the panel chairs.
- 8:15pm: Malala is introduced
 - Liz returns to the stage to introduce Malala.
 - Malala takes the mic and delivers remarks.
 - When her remarks are done, she takes a seat in one of the panel chairs.
 - Ellen leaves the stage and Julius takes her spot, interpreting for the rest of the event.
- 8:45pm: Panel discussion
 - Liz takes the last remaining panel chair, and leads a discussion between the VIP guests.
- 9:30pm: Q&A
 - Liz turns to audience questions. Fred is in the live audience with a wireless microphone, while Helen is monitoring the Zoom livestream for questions. Liz takes turns calling on them, and throws the questions to her panel.
- 9:50pm: Final Remarks
 - Liz thanks the VIP guests and the audience.
 - Applause!
- 10:00pm: Strike and Load Out
 - The VIPs are brought to their green room, and from their safely leave campus at their leisure.
 - Audience leaves.
 - Once audience and unnecessary event personnel are clear, Fancy Events crew begins breaking down the set.
 - AV breaks down streaming equipment and helps/babysits the contractors to ensure they are able to leave in a timely manner without creating too much mess or damage, and is able to recognize what is Barnard-owned equipment and what needs to leave with the contractors.
 - AV helps Fancy Events crew leave the building.
 - AV makes sure the standard equipment in the Oval is still functioning as expected and shuts it down for the night.