

Event Name: Generic Live Event

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

Location: Event Oval, Diana Center, lower level

Host: Liz Milbank

Presentations: Millie McIntosh, Iphigene Sulzberger

Performers: Ella Weed and Judith Shapiro (duet, 2 vocal, 1 guitar), Cheryl Milstein (dance)

Keynote/VIP: Diana Vagelos

ASL Interpreter: Ellen Futter

Operational staff: Fred Barnard, Helen Altschul, AV Services

Event summary: Multimedia discussion and presentation of live event features and capabilities.

- 6:00pm: Set Up
 - Liz, Fred, and Helen arrive at the Diana Oval to meet AV Services.
 - AV services sets up the room and confirms run of show and tech needs with Liz.
 - Presenters and performers begin to show up.
 - AV Services sets up microphones for performers and works with Liz and Fred to choose lighting cues.
 - Fred and AV help Ellen find a comfortable, visible position to sit or stand for her signing.
 - AV Services and Judith preset guitar amp and move it out of the way.
 - Time permitting, performers and presenters rehearse on stage with full tech
- 6:45pm: Doors
 - AV plays music from a Spotify playlist chosen by Fred and turns on the projector to display a holding slide
- 7:00pm: Event begins
 - AV stops walk-in music
 - Ellen takes her position at prepares to interpret for the duration of the event.
 - Liz introduces the event at the podium, 10 min
 - Liz introduces Millie
- 7:15pm: Millie presents
 - Millie takes the podium and uses a clicker provided by AV Services to advance the slide as she speaks, 25min
 - Millie introduces the first performance
- 7:45pm: PERFORMANCE ONE: DUET
 - AV Services helps pull the podium out of the way and helps Ella and Judith set-up.
 - Ella and Judith perform, 5mins.
- 7:55pm: Iphigene presents
 - AV Services helps Ella and Judith break down and move podium back into place.
 - Liz takes the podium and introduces Iphigene.
 - Iphigene takes the podium and presents her work, 20mins
 - Iphigene introduces the second performance

- 8:20pm: PERFORMANCE 2, DANCE SOLO
 - AV Services helps move podium out of the way and changes the lights for the dance performance.
 - Cheryl performs, 10mins.
- 8:35pm: Keynote
 - AV Services moves the podium back into place and changes the lighting back to Presentation mode.
 - Liz takes the podium and introduces Diana
 - Diana gives keynote speech, 15mins
- 8:55pm: Panel
 - Fred and Helen moves chairs into place for panel discussion, AV Services hands out mics to panelists.
 - Millie, Iphigene, Diana, and Liz take their seats and have a panel discussion, 30 mins.
- 9:30pm: Q&A
 - AV Services hands handheld mic to Fred.
 - Liz opens up the floor for Q&A. Fred runs the mic across the room to audience members with questions, 20mins.
- 9:50pm: Sign Off
 - Liz et al thank the audience and leave the stage
 - AV Services brings up the walk-in playlist and returns the lights to full as audience files out of the room
- 10:00pm: Clean up
 - Performers collect their gear and leave
 - Liz sends directions for post-event drinks to speakers.
 - Fred and Helen help clean up event materials before facilities comes in to sweep and take out trash.
 - AV Services collects microphones and breaks down the room.