

## MASTER TIMELINE - Event Run of Show

*HOW TO USE: This is your single source of truth on event day. Only ONE person edits live. Everyone else uses view access. Update the Status column in real time.*

Start Time	End Time	Duration (min)	Segment Name	Segment Type	Lead Owner	Backup Owner
			<b>PRE-EVENT SETUP</b>			
7:00 AM	7:30 AM	30	Venue access & load-in	Setup	Operations Mgr	Floor Lead
7:30 AM	8:00 AM	30	AV & production check	Setup	AV Vendor Lead	Stage Mgr
7:45 AM	8:15 AM	30	Registration setup	Setup	Registration Lead	Ops Mgr
8:00 AM	8:15 AM	15	Staff briefing	Briefing	Operations Mgr	Floor Lead
			<b>GUEST ARRIVAL &amp; PROGRAM</b>			
8:30 AM	9:00 AM	30	Registration & check-in open	Registration	Registration Lead	Check-in Staff
8:30 AM	9:00 AM	30	Welcome coffee & networking	F&B	Caterer Contact	Floor Lead
9:00 AM	9:05 AM	5	Opening remarks	Program	Emcee / Host	Lead Producer
9:05 AM	9:45 AM	40	Keynote presentation	Program	Lead Producer	Stage Mgr

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9:45 AM	9:50 AM	5	<i>BUFFER - Post-keynote recovery</i>	<i>Buffer</i>	<i>Lead Producer</i>	-
9:50 AM	10:30 AM	40	Panel discussion	Program	Moderator	Stage Mgr
10:30 AM	10:45 AM	15	Networking break	Break	Floor Lead	Ops Mgr
			<b>MID-PROGRAM</b>			
10:45 AM	11:30 AM	45	Breakout Session A - Track 1	Breakout	Session Moderator	Floor Lead
10:45 AM	11:30 AM	45	Breakout Session B - Track 2	Breakout	Session Moderator	Floor Lead
11:30 AM	11:35 AM	5	<i>TRANSITION - Room release to main stage</i>	<i>Transition</i>	<i>Floor Lead</i>	<i>Crowd Mgmt</i>
11:35 AM	12:15 PM	40	Closing keynote	Program	Lead Producer	Stage Mgr
12:15 PM	12:20 PM	5	Closing remarks & wrap	Program	Emcee / Host	Lead Producer
			<b>POST-EVENT</b>			

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12:20 PM	1:00 PM	40	Lunch service / networking	F&B	Caterer Contact	Floor Lead
1:00 PM	2:00 PM	60	Breakdown & load-out	Breakdown	Operations Mgr	Floor Lead

ie. Log any timing changes in the Issues Log tab.

Room / Location	Vendor Confirmed?	Coordination Notes	Risk Level	Fallback Action	Status
Loading dock / Main hall	Y	Confirm dock access with venue by 6:45 AM	Low	-	Ready
Main stage	Y	Vendor running own check - confirm completion by 8:00	Med	Push check-in start by 10 min	Ready
Lobby entrance	Y	Confirm badge printer and scanner test by 8:00	Low	-	Ready
Backstage / staff area	-	Cover timeline, escalation contacts, and key cues	Low	-	Ready
Lobby entrance	Y	Staff positioned by 8:20 - confirm with staffing lead	Med	Open secondary entrance if lines exceed 5 min wait	Ready
Lobby / foyer	Y	F&B timing confirmed with caterer - service ends 8:55	Low	-	Ready
Main stage	Y	AV vendor has walk-in music and opening slide queued	Low	-	Ready
Main stage	Y	Speaker slide deck received and loaded - confirm at 8:30	High	Shorten Q&A to recover if keynote runs long	Ready

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Room / Location	Vendor Confirmed?	Coordination Notes	Risk Level	Fallback Action	Status
-	-	<i>If on time, use as quick break. If behind, absorb delay here.</i>	-	-	-
Main stage	Y	3 panelists confirmed - mic check by 9:30	Med	Cut final audience question if timing slips	Ready
Lobby / expo area	Y	Confirm refreshment station with caterer by 10:00	Low	Shorten to 10 min if running behind	Ready
Breakout Room A	Y	Room reset confirmed with venue - AV check by 10:30	Med	Delay start 5 min max, cut closing remarks	Ready
Breakout Room B	Y	Room reset confirmed with venue - AV check by 10:30	Med	Delay start 5 min max, cut closing remarks	Ready
<i>Hallways</i>	-	<i>Stagger room releases by 2 min to reduce hallway congestion</i>	<i>Med</i>	<i>Hold Room B release if hallway crowded</i>	-
Main stage	Y	Speaker confirmed and slide deck loaded	Med	-	Ready
Main stage	-	Thank sponsors, announce next steps	Low	-	Ready

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Room / Location	Vendor Confirmed?	Coordination Notes	Risk Level	Fallback Action	Status
Dining area	Y	Lunch timing confirmed with caterer - stations open by 12:15	Low	-	Ready
All areas	Y	Venue requires clear-out by 2:00 PM - confirm with venue mgr	Low	-	Ready