NOTES:

KEEP YOUR FONT CONSISTENT AND EASY TO READ. I USE ARIAL 12PT.

THE FORMAT WAS CREATED USING THE “TABLE” FUNCTION IN MS WORD. BOTH “PAGES” AND “GOOGLE DOCS” HAVE SIMILAR FUNCTIONS.

YOU CAN CREATE MORE LINES/ROWS BY PLACING YOUR CURSOR OUTSIDE OF THE TABLE TO THE RIGHT OF THE CELLS. THEN HIT THE “ENTER” KEY.

YOU CAN ALSO COPY AND PASTE ROWS:

HIGHLIGHT THE ENTIRE ROW AND THEN JUST PASTE. A DUPLICATE ROW WILL APPEAR ABOVE THE HIGHLIGHTED ROW.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| (TITLE OF EVENT/MEETING) RUNDOWN FINAL RUN OF MEETING Version # | | | | | | | |
| # | DUR | TRT | SEGMENT NAME/DESCRIPTION | ON MAIN  SCREEN | HOST/ LEAD | SEGMENT NOTES |
|  | 0:30:00 | 0:00:00 | ZOOM MEETING OPEN TO JOIN | WELCOME  CARD/ GFX | N/A | SCREEN SHARE FULL SCREEN WELCOME GRAPHIC CARD |
|  | 0:02:00 | 0:30:00 | HOST: WE’LL BEGIN IN A FEW MINUTES | HOST | HOST | GIVE STANDBY UPDATES 2 MIN WARNING |
| 1 | 0:01:30 | 0:02:00 | HOST: WELCOME, HOUSE KEEPING - SOUND MUTED. INTRO NEXT SEG or SPEAKER | HOST | HOST | WELCOME / ZOOM ETIQUETTE / INTRO |
| 3 | 0:01:30 | 0:06:36 | SPEAKER #1 – INTRO TOPIC | SPEAKER 1 | SPEAKER 1 | INTRO TOPIC |
| 4 | 0:02:30 | 0:08:06 | SPEAKER #1 PowerPoint Presentation | PowerPoint | SPEAKER 1 | Check to be sure participants are seeing slides |
| 5 | 0:00:15 | 0:10:36 | HOST INTRO VIDEO | HOST | SPEAKER 1 | CHECK VIDEO/AUDIO OPTIMIZATION |
| 6 | 0:02:31 | 0:10:51 | VIDEO #1 | VIDEO CUE 1 | HOST | PRETAPED VIDEO (Sales Reel, Promo, etc.) |
| 7 | 0:00:15 | 0:13:22 | INTRO SPEAKER #2 | HOST | N/A | INTRO SPEAKER #2 |
| 8 | 0:02:00 | 0:13:37 | SPEAKER #2: | SPEAKER #2 | N/A |  |
| 9 | 0:00:15 | 0:15:37 | T. INTRO SPEAKER #3 | HOST | N/A |  |
| 10 | 0:02:00 | 0:15:52 | SPEAKER #3 | SPEAKER #3 | N/A |  |
| 11 | 0:02:47 | 0:1 7:52 | VIDEO #3 | VIDEO CUE 3 | V3 | EDITED VIDEO |
| **TRT** |  |  |  |  |  |  |