

Princeton Association/Club of

[Insert Event Date]

**[Insert Event Time]**

 **Technical questions? Contact [insert tech host name] at [insert tech host phone number]**

**If Zoom fails, join the meeting by phone: [insert meeting phone number], [insert Meeting ID Number]**

Meeting Run-of-Show

[Insert event title/name]

[Insert appropriate times]

5:45 pm Launch meeting/event. Program host & tech lead log on to “meet & greet” with panelists/speakers and conduct sound check.

6:00 pm Program host announces meeting will begin momentarily (display “Welcome” holding slide with important event information).

6:03 pm Program host opens the meeting and

* Welcomes guests
* Provides an overview of the agenda/meeting
* Introduces panelists
* Addresses how Q&A will be managed

6:10 pm Talk/Panel/Event.

6:40 pmAt conclusion of the talk, program host thanks speakers & reminds audience to submit questions through the chat feature. Designated volunteer/program host shares audience questions aloud.

6:55 pm Program host wraps up event with closing remarks and displays “closing” slide promoting upcoming events & activities.

6:58 pm Singing of “Old Nassau” (tech lead shares screen to display lyrics via power point slide or plays downloaded “Old Nassau” recording).

7:00 pm Adjournment.