**Run-of-Show**

**Name of Event**

**Date of Event**

**Time Activity**

4: 15 p.m. Valet service begins at porte cochere (Contact: Eric Edmonds with Security.)

5 – 5:30 p.m. Cocktail hour begins outside Ballroom 1. Bar tenders begin service and canapés are served (Contact: Nancy Waters with Catering).

5:30 – 6 p.m. Doors to Ballroom 1 open. Guests are seated. Bars begin service inside.

6 p.m. – 6:15 p.m. Opening Remarks from president & CEO Richard Walkins (Contact: Joe Sterling with Public Relations)

And so on …