**Business Session – <Room Name>**

**CONTACT:**

Production Contact:
Technical Director:

Technical Director Assistance:

**DATE OF EVENT:**

**LOCATION OF EVENT:**

**TIME:**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **#** | **TIME** | **ITEM** | **TALENT** | **LIGHTING** | **VISION BACKDROP** | **VISION PIP** | **AUDIO** | **FOLDBACK** | **COMMENTS** |
| 1 | 1:45 | Walk In/Doors open |  |  | Logo animation (Misfits) | N/A | BGM | Vision Foldback as preset |  |
| 2 | 2:00 | Introduction  | Chair to Intro |  | Static Holding slide | Camera feed preset | Conference Mic System |  |  |
| 3 | 2:05 | Meeting Commences |  |  | Static Holding slide |  |  |  |  |
| 4 |  | Conclusion -Handover of the Batton |  |  | Static Holding Slide - with centre text |  |  |  |  |
| **5:30pm** |  |  |  | **Event Close** |