**Speakers (in order):**

* List Speakers in order

**Event Lead Contact information**

|  |  |  |
| --- | --- | --- |
| **Time** | **Activity** | **Duration** |
|  | Event staff arrives for set-up  |
|  | **Event begins** |
|  | * Check-in/registration details
 |  |
|  | Include any activities after the speaking program* Networking
* Dinner
* Activities/games
* etc
 |  |
|  | **Speaking program begins** |
|  | *List out program order. Be sure to include any videos, etc.* |  |
|  | **Speaker Name*** Speaking Points
 |  |
|  | **Speaker Name*** Speaking Points
 |  |
| **.** | **Speaking program ends** |  |
|  | Include any activities after the speaking program* Networking
* Dinner
* Activities/games
* etc
 |  |
|  | Event ends |  |