**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 |  |