## 

**SHOW FLOW | Convocation**

[event date]

[event time]

[event location]

| # | **Time** | **source** | **CUE** |
| --- | --- | --- | --- |
| 1 | **8:00 am / 12:30 PM**  (PRE-CEREMONY VIDEO) | VIDEO #1 / SFU ON THE MOVE VIDEO (NO AUDIO) | on, LOOPING |
| 2 | Music (LEONA BOYD) | on |
| 3 | **9:00 AM / 1:45 PM**  (Head Usher Announcement) | MAIN Podium Mic | On |
| 4 | Music (LEONA BOYD) | PAUSE |
| 5 | VIDEO #1 / SFU ON THE MOVE VIDEO (NO AUDIO) | PAUSE |
| 6 | IMAG | on FOR ANNOUNCEMENT |
| 7 | Camera 1 | straight shot of speaker at podium |
| 8 | CART | ON FOR ANNOUNCEMENT |
| 9 | MARCHING ORDER Lower ThirDS – Head Usher Title Slide | On |
| 10 | **9:02 AM / 1:47 PM** | VIDEO #1 / SFU ON THE MOVE VIDEO (NO AUDIO) | on, Looping |
| 11 | Music (Leona Boyd) | ON |
| 12 | **9:10 AM / 1:55 PM**  (soloist sound check/Briefing) | MAIN Podium Mic | On for soloist soundcheck |
| 13 | Music (LEONA BOYD) | PAUSE for Soundcheck |
| 14 | **9:25 AM / 2:10 PM**  (HEAD USHER ANNOUNCEMENT - Pipe Band) | MARCHING ORDER Lower ThirDS – Head Usher Title Slide | On |
| 15 | VIDEO #1 / SFU ON THE MOVE VIDEO (NO AUDIO) | PAUSE |
| 16 | IMAG | on FOR ANNOUNCEMENT |
| 17 | Camera 1 | straight shot of speaker at podium |
| 18 | CART | ON FOR ANNOUNCEMENT |
| 19 | Music (LEONA BOYD) | PAUSE |
| 20 | Main Podium Mic | On |
| 21 | **9:26 AM / 2:11 PM**  (PIPE BAND PERFORMANCE) | pipe band Video (NO AUDIO) | on, LOOPING |
| 22 | IMAG | on FOR PERFORMANCE – SWITCH between video and IMAG |
| 23 | Camera 3 | ROVING CAMERA, SHOT OF PIPE BAND PERFORMINJG |
| 24 | **9:40 AM / 2: 25 PM** | VIDEO #1 / SFU ON THE MOVE VIDEO (NO AUDIO) | on, LOOPING |
| 25 | Music (Leona BOYD) | on (WHEN PIPE BAND STOPS PLAYING) |
| 26 | **9: 45 am / 2:30 pm**  (head usher announcement) | IMAG | on FOR ANNOUNCEMENT |
| 27 | Camera 1 | straight shot of speaker at podium |
| 28 | MARCHING ORDER Lower ThirDS – Head Usher Title Slide | On |
| 29 | CART | ON FOR ANNOUNCEMENT |
| 30 | Main Podium Mic | ON |
| 31 | music (LEONA BOYD) | Off |
| 32 | **9: 46 AM / 2:31 PM**  (Academic Procession) | WEBCAST | ON |
| 33 | IMAG | ON |
| 34  35 | Camera 3 | ROVING CAMERA, SHOT OF graduaNDS walking into convo mall |
| 36 | Camera 2 | PAN the Audience |
| 37 | PIPE BAND | audio feed for webcast |
| 38 | **9:55 AM/ 2:40 PM**  (welcome, o canada, chancellor’s address, president’s address, hdr address, alumni address, graduand address) | Main Podium Mic | On |
| 39 | Camera 1 | straight shot of speakers at podium |
| 40 | Camera 2 | Some panning of the audience (WHEN appropriate) |
| 41 | CART | ON |
| 42 | MARCHING ORDER lower thirds title slides (TO INTRODUCE EACH SPEAKER) | on (~6 secs / speaker) |
| 43 | **10:45 AM/ 3:20 PM**  (Presentation of graduates) | CART | OFF for marching order (unless remarks by dean/President) |
| 44 | marching order | on (advance as each student is announced) |
| 45 | DEAN’S Podium Mic | ON |
| 46 | Camera 1 | Shot of DEAN at small podium |
| 47 | camera 2 | shot of students as they walk across the stage (time with Grad Names) |
| 48 | **11: 15 AM / 3:50 PM**  (Closing remarks) | imag | ON |
| 49 | Camera 1 | Straight shot of speakers at podium |
| 50 | Camera 2 | some panning of the audience (AS APPROPRIATE) |
| 51 | cart | on |
| 52 | **At the end of the ceremony**  (ACADEMIC RECESSION) | imag | on (OFF AFTER FIRST ROW EXITS PLATFORM) |
| 53 | Pipe Band | Audio Feed for Webcast |
| 54 | Camera 1 | SHOT OF PLATFORM PARTY RECESSION |
| 55 | Camera 2 | some panning of the audience |
| 56 | **~11:15 AM / ~4:00 PM**  (CELEBRATION) | VIDEO #2 / SFU ON THE MOVE VIDEO (NO AUDIO) | on, looping |
| 57 | IMAG | OFF |
| 58 | WEBCAST | OFF |
| 59 | CELEBRATORY MUSIC | ON (ONCE PIPE BAND SOUND FADES) |
| 60 | **11:20 AM / 4:05 PM**  (PIPE BAND PERFORMANCE IN FREEDOM SQUARE) | CELEBRATORY MUSIC | PAUSE FOR PIPE BAND PERFORMANCE |
| 61 | IMAG | ON (SWITCH BETWEEN IMAG AND PIPE BAND VIDEO) |
| 62 | Camera 3 | ROVING CAMERA, SHOT OF graduaNDS walking into convo mall |
| 63 | PIPE BAND VIDEO (NO AUDIO) | on |
| 64 | **11:35 AM / 4:20 PM**  (CELEBRATION) | CELEBRATORY MUSIC | ON (Following PIPE BAND PERFORMANCE) |
| 65 | VIDEO #2 / SFU ON THE MOVE VIDEO (NO AUDIO) | on, looping |
| 66 | **30 minutes following each ceremony**  (Head usHer announcement) | still slide | on |
| 67 | MAIN Podium Mic | ON |
| 68 | CART | ON |
| 69 | CELEBRATORY Music | PAUSE |
| 70 | **On Until 12:30 pm / 5:30 PM** | VIDEO #2 / SFU ON THE MOVE VIDEO (NO AUDIO) | On, looping |
| 71 | Celebratory Music | on |