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| President's Distinguished Community Leadership Award Dinner 2018  A/V Schedule  **Event Contact:**  Sue Porter, Associate Director, Ceremonies and Events  Office: 778.782.XXXX Cell: 778.232.XXXX  **Date:**  Wednesday, April 18, 2018  **Time:**  6:00 PM Reception, Park Ballroom Foyer  6:45 PM Dinner & Award Presentation, Park Ballroom  **Location:**  Four Seasons Hotel Vancouver, 791 West Georgia Street, Vancouver |  |
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| **Wednesday, April 18, 2018** | | |
|  | 4:00PM | SFU videographer sets up in Ballroom |
|  |  | David Brigden |
|  | 4:30PM | AV setup is complete |
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|  | 4:45PM | Audio Visual Sound and Lighting check: PSAV, SFU Videographers, Sue & Lisa |
|  |  | Sue to check lighting of stage and screens. Are any of the seats too bright up front? Are the colours on screen correct? Photographer to confirm lighting is good for photos. Lisa to run through entire program, view video, looping ppt and transitions. Check for lip sync for IMAG and video sound sync. |
|  | 5:30PM | Anita Sharma arrives, run through of dance performance with Sue/PSAV |
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|  | 5:45PM | Photo session in Park Ballroom Foyer with President, Mike den Haan, Christopher Gaze, and Award Recipient |
|  |  | Gloria to oversee |
|  | 6:00PM | Reception begins in Park Ballroom foyer |
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|  | 6:20PM | Nutan Thakur arrives, run through of poem performance with Sue/PSAV |
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|  | 6:30PM | Still slide on screens |
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|  | 6:40PM | Call to dinner by SFU Piper. Guests enter ballroom for dinner. |
|  |  | Sue/Tamra will cue piper to stop playing |
|  | 6:47PM | Christopher Gaze asks guests to take their seats - NO IMAG |
|  |  | Glass and knife at podium for clinking. |
|  | 6:49PM | Stage lighting is up, house lighting is down and IMAG is on side screens. |
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|  | 6:49PM | CHRISTOPHER GAZE introduces Elder Margaret |
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|  | 6:50PM | ELDER MARGARET, Aboriginal Welcome |
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|  | 6:52PM | CHRISTOPHER GAZE, thanks Elder Margaret, piper, introduces President Petter |
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|  | 6:55PM | Cue up On the Move video |
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|  | 6:56PM | ANDREW PETTER, remarks |
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|  | 7:00PM | SFU On the Move video plays (lights are dimmed) |
|  |  | (midway through Andrew Petter's remarks) |
|  | 7:02PM | VIdeo ends, lighting up, IMAG back on, and cue up dance music |
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|  | 7:04PM | CHRISTOPHER GAZE introduces dancer, Anita Sharma |
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|  | 7:05PM | Play dance music |
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|  | 7:05PM | Anita Sharma performs |
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|  | 7:10PM | Dinner is served |
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|  | 7:10PM | IMAG stops. Looping video plays on screens. |
|  |  | Video loops throughout dinner, showing pictures of current and past DCLA recipients and acknowledging sponsors. |
|  | 8:25PM | CHRISTOPHER GAZE announces that the program will resume in 5 minutes |
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|  | 8:29PM | Looping stops. IMAG will start when program begins |
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|  | 8:29PM | Stage lights up, house lights down and IMAG on |
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|  | 8:29PM | Cue up slide for recitation. |
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|  | 8:30PM | CHRISTOPHER GAZE, resumes program, thanks Four Seasons, introduces NUTAN THAKUR |
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|  | 8:30PM | Slide #1 - Madhu with poetry book |
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|  | 8:31PM | NUTAN THAKUR, poetry recitation |
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|  | 8:32PM | Slide #2: Sunset |
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|  | 8:33PM | Return to IMAG when poem is complete |
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|  | 8:33PM | Cue up tribute video |
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|  | 8:34PM | CHRISTOPHER GAZE, invites President Petter to stage to introduce video and present award |
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|  | 8:35PM | ANDREW PETTER, introduces tribute video |
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|  | 8:37PM | Tribute video plays on side screens |
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|  | 8:44PM | Back to IMAG |
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|  | 8:45PM | ANDREW PETTER returns to podium for award presentation and invites ANNE GIARDINI to the stage |
|  |  | VARSHNEY’S come on stage to receive award, photos taken |
|  | 8:49PM | VARSHNEY’S, remarks |
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|  | 8:59PM | CHRISTOPHER GAZE, closing remarks |
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|  | 9:00PM | Looping Video is back on screens |
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|  | 9:00PM | Program officially ends |
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