##

**Donor Appreciation Reception**

 **Detailed Program Schedule**

*Prepared by [name, title, department] on [date]*

 **Date:** May 12, 2018 **Time:** 5:00 – 7:00 PM **Location:** Mowafaghian Atrium, Blusson Hall, SFU’s Burnaby Campus

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| **Friday, April 27, 2018** |
|  | 2:00 PM | TAMRA picks up centerpieces from florist |
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| **Tuesday, May 01, 2018** |
|  | 1:30 PM | LISA and TAMRA arrive for set up |
|  |  | Set up flower backdropSet up podium bannerSet up pop-up banners (5) |
|  | 2:00 PM | Set-up complete by facilities and MECS |
|  |  | Set up tables, linens, chairs (see floor plan)Registration desk in atriumRibbon station (at stationary table near the entrance for additional ribbons)Small table with pitcher and 4 glasses at podiumCoat rack and umbrella bucketsGarbage and recycling container |
|  | 2:00 PM | SWAV arrives for set-up |
|  |  | Set-up: Stage TVs Podium Speakers and microphone Assist with flower backdrop for stage |
|  | 2:30 PM | LISA and TAMRA set up flower backdrop, securing it behind the stage |
|  |  |  |
|  | 3:30 PM | BETTY & TESSA arrive to help with setup |
|  |  | LISA to walk them through the event space and brief them on their roles |
|  | 3:45 PM | Sound check with LISA and SWAVTest lighting, run through PPT, test video, check sound |
|  |  |  |
|  | 3:30 PM | TAMRA to meet with MECS and catering staff to review service schedule |
|  |  | 5:00 PM wine, signature cocktails (alcoholic and non-alcoholic) and sparkling water to be passed. Each guest receives 2 drink tickets for alcoholic drinks. Pours should be no larger than 2 fingers. All non-alcoholic drinks are complimentary (do not collect drink tickets for non-alcoholic beverages).5:15 PM catering to be set up and ready5:30 PM servers ready to pass appetizers6:10 PM passed appetizers and drinks to stop for speaking program (6:15 PM program)6:40 PM passed appetizers and drinks resume after speaking program |
|  | 4:00 PM | JORDAN sets up directional signage according to the floorplan |
|  |  |  |
|  | 4:00 PM | PAUL, TIA and JORDAN arrive for set up |
|  |  | PAUL and TIA to set up registration table |
|  | 4:30 PM | JORDAN to set up background music from iPod, still slide and rotating slideshow |
|  |  |  |
|  | 4:45 PM | ALL: Familiarize yourself with all washroom, elevator and parking locations |
|  |  | PAUL and TIA brief guests on accessible washroom location as needed |
|  | 4:45 PM | PAUL and TIA at registration table. Set up and ready for guests to arrive |
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|  | 4:45 PM | Student ambassadors arrive. Briefing with TESSA and BETTY |
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|  | 4:55 PM | Piper (Roger Lye) arrives and checks in with TAMRA for briefing |
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|  | 5:00 PM | A. PETTER and M. DEN HAAN arrive |
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|  | 5:00 PM | Catering is set up and ready |
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|  | 5:00 PM | Donor Speaker arrives. Briefing with LISA and KENDRA |
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|  | 5:00 PM | Harpist arrives and is greeted by TAMRA |
|  |  | Harpist to be set up outside, weather permitting, otherwise will be set up next to stage |
|  | 5:00 PM | KENDRA, CARY and NATALIE arrive |
|  |  |  |
|  | 5:00 PM | Photographer arrives. Meets with TAMRA to review shot list |
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|  | 5:00 PM | CATERING: signature drinks and sparkling water ready to be passed |
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|  | 5:00 PM | Student speaker arrives. Briefing with LISA and NICOLETA |
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|  | 5:10 PM | Group photo with President, Mike, student ambassadors and student speaker |
|  |  | BETTY and TESSA to organize photo; students wear 'Student Ambassador' ribbon on nametag |
|  | 5:15 PM | Guests arrive. Student ambassadors in position, ready to greet guests as they arrive |
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|  | 5:15 PM | LISA to brief President, Mike, Donor and Student Speaker |
|  |  | Sound check with donor and student speaker. |
|  | 5:15 PM | Piper begins piping outside entrance to Mowafaghian Atrium to welcome guests as they arrive |
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|  | 5:15 PM | Servers to pass appetizers; all reception food is uncovered; bar is open for guests |
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|  | 5:25 PM | A. PETTER and M. DEN HAAN ready to greet guests |
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|  | 5:30 PM | EVENT BEGINS |
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|  | 6:00 PM | LISA to update recognitions in MIKE'S copy of the Book of Words. |
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|  | 6:10 PM | C&E staff to encourage all guests to come inside to gather around stage for speaking program (if outside). |
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|  | 6:12 PM | Harpist stops playing during program |
|  |  |  |
|  | 6:13 PM | Piper pipes from the main entrance through the reception area and stands to the right of the stage facing the audience. Continues piping until cued by TAMRA to stop. |
|  |  | Remains standing facing audience until acknowledged by MIKE |
|  | 6:14 PM | JORDAN, background music stops, still slide on |
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|  | 6:14 PM | Passed appetizers and drinks are suspended during the speaking program  |
|  |  |  |
|  | 6:15 PM | M. DEN HAAN, welcome remarks, recognition of special guests, introduction of A. PETTER |
|  |  | Cued by Lisa |
|  | 6:18 PM | A. PETTER, remarks |
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|  | 6:20 PM | JORDAN/SWAV: cue up ON THE MOVE video |
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|  | 6:21 PM | ON THE MOVE video is played |
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|  | 6:25 PM | DONOR SPEAKER, remarks |
|  |  |  |
|  | 6:28 PM | MIKE, introduce student speaker |
|  |  |  |
|  | 6:29 PM | STUDENT SPEAKER, remarks |
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|  | 6:30 PM | PAUL and TIA off for the evening |
|  |  | Pack up registration supplies before leavingPut out baskets for nametag return |
|  | 6:32 PM | M. DEN HAAN, closing remarks |
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|  | 6:33 PM | Harpist resumes playing (after speaking program) |
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|  | 6:33 PM | Passed appetizers and beverages resume until there are no more or until 7:25 PM |
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|  | 6:45 PM | JORDAN: iPod music and rotating slideshow back on |
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|  | 6:45 PM | Photographer departs |
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|  | 7:00 PM | JORDAN and TAMRA at registration table to say farewell to guests as they depart. |
|  |  | Pack up registration table after the majority of guests have left |
|  | 7:25 PM | Last call for alcohol |
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|  | 7:30 PM | EVENT ENDS |
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|  | 7:30 PM | LISA, JORDAN and TAMRA to strike |
|  |  | Supplies brought back to office |
|  | 7:30 PM | Student Ambassadors off for the evening |
|  |  | Check in with BETTY before departing |
|  | 7:35 PM | JORDAN to remove directional signage from all locations |
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|  | 8:00 PM | SWAV dismantles and packs up equipment |
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