

Event Run of Show

A minute-by-minute production schedule with cues, ownership, locations, and contingencies.

Event	Harbour Product Forum 2026
Date	2026-09-17
Venue	Harbour Hall - Main Stage
Show caller	Maya Ortiz - radio channel 1

Start	End	Duration	Segment	Cue / action	Owner	Location	Status	Contingency
07:00	07:30	00:30	Crew call	Safety briefing; radio and credential check.	Maya	Stage left	Confirmed	Late crew reports to production desk.
07:30	08:15	00:45	Technical line check	Test lectern, playback, confidence monitor, and stream return.	Leo	Control room	Confirmed	Switch to backup playback laptop.
08:15	08:40	00:25	Speaker rehearsal	Walk opening, panel handoff, and closing positions.	Nora	Main stage	Confirmed	Use marked standing positions only.
08:40	09:00	00:20	Doors open	House music up; holding slide; ushers seat front rows last.	Imani	Auditorium	Confirmed	Delay doors by five minutes on caller cue.
09:00	09:05	00:05	Show open	Lights to half; roll film A; host walks on at frame out.	Maya	Main stage	Ready	Host opens live if playback fails.
09:05	09:25	00:20	Opening keynote	Slides K01-K18; two-minute warning at 09:23.	Avery	Main stage	Ready	Skip demo section if running over.
09:25	09:45	00:20	Product demonstration	Roll camera 2 close-up; mirror device to screen.	Leo	Demo table	Ready	Use recorded demo B on device failure.
09:45	10:10	00:25	Customer panel	Bring four chairs; handheld mics live; lower-third names.	Nora	Main stage	Ready	Drop audience Q&A if ten minutes late.
10:10	10:15	00:05	Closing	Host recap; QR slide; thank sponsors; house lights full.	Maya	Main stage	Ready	Verbally read short URL if QR fails.
10:15	10:45	00:30	Audience clear	Exit music; direct guests to foyer demos.	Imani	Auditorium	Ready	Open side exit if foyer queue backs up.
10:45	11:15	00:30	Strike priority items	Power down demo devices; collect microphones and media drives.	Leo	Stage / control	Ready	Full scenic strike begins after venue sign-off.

Fictional event sample. The show caller controls live timing; venue safety instructions take priority.