RUN OF SHOW - COMPLETED EXAMPLE

Show / event: _____ Date: _____ Start time: _____ Lead: _____

Start	End	Segment	Minutes	Owner	Cue	Notes
6:00 PM	6:05 PM	Welcome and access notes	5	Host	House lights to 60%	Confirm exits and captions
6:05 PM	6:17 PM	Opening conversation	12	Host	Camera 1 medium	Stay on time
6:17 PM	6:25 PM	Guest story	8	Guest lead	Roll approved stills	No private details
6:25 PM	6:35 PM	Audience questions	10	Moderator	Raise house lights	Pass if question is sensitive
6:35 PM	6:40 PM	Closing and next steps	5	Host	Closing slide	Thank venue and guest