**Run of Show Sample**

**When:** DATE and TIME

**Where:** LOCATION

**Event Lead/POC:** NAME and PHONE NUMBER

**Run of Show:**

**12 p.m.** Event Start

**12 - 12:05 p.m.** Welcome & Introduction from Kylie Miller (5 minutes)

*She will provide her remarks at the podium*

**12:05 - 12:15 p.m.** Award Presentation from David Sharman (10 minutes)

*physical award will be on the table*

**12:15 - 12:45 p.m**. Discussion between David Sharman and Cora Potter (30 minutes)

**12:45 - 1 p.m.** Address questions from students, will be solicited in advance and included in talking points 15 minutes)

**Important Notes:**

* Questions will be gathered in advance at the time of registration.
* CAVEA staff will mic-up Kylie Miller, David Sharman and Cora Potter outside of the room, 5 minutes before the event starts.
* The event will be livestreamed to [www.msudenver.edu/livestream](http://www.msudenver.edu/livestream)
* Boxed lunches will be provided to attendees at the end of the event.