ISCP RUN-OF-SHOW   Complete this template before your event. Share with all speakers, tech support and committee members on the day.

EVENT NAME	DATE	VENUE / PLATFORM	EVENT LEAD
[Event Name]	**[Date]**	**[Venue or Zoom link]**	**[Name]**

Time	What's Happening	Who is Responsible	AV / Tech Needed	Materials Ready	Contingency	Notes
[ ] 09:00	Venue / platform setup	Event Lead + Tech	Zoom/AV check	Slides loaded	Backup laptop ready	
[ ] 09:30	Registration / attendee arrival	Committee member	Sign-in sheet	Name badges, packs	Digital sign-in backup	
[ ] 10:00	Welcome and housekeeping	Chair / MC	Mic live, slides ready	Housekeeping slide	Printed notes if tech fails	
[ ] 10:05	[Speaker 1 name and topic]	[Speaker 1]	Slides + mic	Bio printed	Contact number noted	
[ ] 10:35	Q&A — Session 1	Chair / MC	Roving mic or chat	Q&A slide		
[ ] 10:50	Break	All	Music / loop slide	Refreshments ready		
[ ] 11:05	[Speaker 2 name and topic]	[Speaker 2]	Slides + mic	Bio printed	Contact number noted	
[ ] 11:35	Q&A — Session 2	Chair / MC	Roving mic or chat			
[ ] 11:50	Closing remarks and next steps	Chair	Final slide ready	Evaluation forms	Digital version link	
[ ] 12:00	Event closes / networking	All	Background music	Feedback QR displayed		
[ ] +15 min	Post-event wrap: AV down, room reset	Event Lead	Recording stopped	Attendance list saved		
	[Add row as needed]					

KEY CONTACTS ON THE DAY

EVENT LEAD
[Name]   [Phone]

TECHNICAL SUPPORT
[Name]   [Phone]

VENUE CONTACT
[Name]   [Phone]

ISCP PDU CONTACT
professionaldevelopment@iscp.ie

SPEAKER 1
[Name]   [Phone]

SPEAKER 2
[Name]   [Phone]

PRE-EVENT CHECKLIST

- ☐ Run-of-show shared with all speakers and committee
- ☐ All slides received and loaded on presentation device
- ☐ Zoom/Teams meeting link tested from presenter account
- ☐ Recording consent confirmed with all speakers
- ☐ Backup contact numbers saved on event lead phone
- ☐ Feedback survey link / QR code prepared
- ☐ Attendance tracking sheet ready (digital or printed)
- ☐ Housekeeping script printed or on screen
- ☐ CPD certificate process confirmed with PDU
- ☐ Social media posts scheduled or drafted
- ☐ ISCP comms team notified (if applicable)
- ☐ Post-event tasks assigned to named person

NOTES AND DEBRIEF