

Heritage Month Day of Event Rundown

Day Before Event

- 11:00 a.m. Rentals arrive
12:00 p.m. Caterer and designer arrive to begin set up
Begin technical set up

Day of Event

- 12:00 p.m. Caterer arrives to finish set up
Place directional signage
Complete technical set up
- 2:00 p.m. Designer arrives to freshen up decorations
Ice delivered and drinks chilled
- 4:00 p.m. Floral arrangements for pre-reception arrive
Set up registration desk
Volunteers arrive
Entertainers arrive and rehearse
- 4:15 p.m. Sponsor representatives arrive.
- 4:30 p.m. Presenters rehearse
- 5:00 p.m. Photographers arrive
- 5:30 - 6:00 p.m. Private reception for Honorees and immediate family
begins in Boardroom
- 6:00 - 6:50 p.m. Guests arrive
Honorees and family members join other guests for the
general reception
- 6:50 - 7:00 p.m. Guests move into the studios for presentation
(See Program Rundown)