

Time	Activity	Location	Description	A/V Needs	Resources Needed	Volunteers Assigned	Facilitators/Speakers
4:30 PM	Staff Arrival and Set Up	SLO Ballroom	Volunteers arrive and begin setup		Setup supplies, signage	6–8 student volunteers	
4:35 PM	AV / Tech Runthrough (mic check)	SLO Ballroom	Test all mics, music, and projector/screens	Yes – hotel staff + tech	Microphones, projector, screen, soundboard	AV/tech support volunteer	Event coordinator
4:45 PM	Finalize table setting	SLO Ballroom	Place linens, centerpieces, and programs on tables		Centerpieces, name cards, utensils	2 volunteers	
5:00 PM	Set up registration table + name tags	Ballroom lobby	Check-in materials organized by ?		Name tags, check-in sheets, pens	2 volunteers	
5:15 PM	Start playing the music playlist	SLO Ballroom	Background ambiance as guests arrive	Yes – aux connection	Laptop/phone with playlist	1 volunteer	
5:30 PM	VIP Attendees + Honored Alumni Arrive	Ballroom lobby	Champagne greeting; early mingling	Background music	Signage, champagne tray	2 greeters	Faculty host or chair
	Double check Silent Auction is ready for launch	Auction table	Confirm bid sheets, item displays, signage		Bidding sheets, pens, signage	Auction lead + 1–2 volunteers	
	Catering arrives?	Loading dock	Confirm catering arrival + confirm setup		Catering contact sheet	1 volunteer to greet	Catering manager
	Mic runthrough + stage entrances	Ballroom stage	Confirm speaker walk-ons and cues	Yes	Stage lighting, podium	AV/tech support volunteer	Emcee
6:00 PM	General Attendee Arrival	Ballroom lobby	Registration opens		Check-in table setup	2 volunteers	
	Silent Auction Opens	Auction area	Guests begin bidding		Signage, pens, bid sheets	Auction team	
6:55 PM	Final 5 before the show begins	Ballroom	Cue speakers to get ready, seat guests	Yes	Cue cards, mic check	Event manager	Emcee
7:00 PM	Guests are seated to dinner	Ballroom	Dinner is served		Menu cards, table numbers	Catering staff	
	Welcome Address	Ballroom stage	Opening remarks	Yes	Podium mic		Department Chair or Host
	75 Year Legacy Toast	Ballroom stage	Toast to department's 75th anniversary	Yes	Champagne flutes	Waitstaff	Distinguished Alum
7:45 PM	Final reminder that Silent Auction closes in 15	Ballroom	Emcee announces warning	Yes	Mic		Emcee
8:00 PM	Silent Auction Closes	Auction area	Auction ends; begin compiling winners		Auction sheets, pens	Auction team	
	Scholarship Endowment Drive	Ballroom stage	Call to action for donations	Yes	Slideshow, mic		Dean or Development Officer
	Induction into Hall of Fame	Ballroom stage	Formal induction	Yes	Podium, award plaques		Presenter
8:45 PM	Awards + Closing Remarks	Ballroom stage	Series of awards & wrap-up speech	Yes	Award slides, plaques		Emcee + Award Presenters
	Jim Hayes "See Me" Award	Ballroom stage	Award presentation	Yes	Trophy or plaque		Presenter
	Red Pen Award	Ballroom stage	Award presentation	Yes	Trophy or plaque		Presenter
	Closing Remarks	Ballroom stage	Final thank you speech	Yes	Mic		Emcee or Chair
	Goodbyes	Lobby	Guests depart		Directional signage	1–2 volunteers	
9:15 PM	Auction Lot Pickup	Auction table	Guests pick up their auction lots		Receipts, packaging, pens	Auction team	
9:30 PM	Strike	Entire venue	Tear down tables, signage, decor		Packing materials	All volunteers	Event coordinator
	Wrap up	Entire venue	Final check of room, all items accounted for		Checklist	Staff	Event coordinator
BY 11:00 PM	OUT BY 11 PM	Entire venue	Venue cleared and returned to original condition				