

Run-of-show template for launches, galas and awards

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How to use

List every moment in order with its time, who is involved, where it happens and what the crew must capture. Mark the moments that need two cameras (reveals, signings, award handovers). Share it with the venue, the AV company and the photo/video crew at least three days before the event.

Template rows (copy as needed)

- 17:30 Doors / registration opens — hosts at entrance — arrivals, branding at entrance — 1 camera
- 18:15 Welcome drinks — terrace — guests, atmosphere, sponsor branding — 1 camera
- 19:00 Guests seated; room clean shot taken before 18:00 — ballroom — 1 camera
- 19:05 Welcome address — stage — speaker, audience reaction — 2 cameras + desk audio
- 19:20 Keynote / reveal — stage — the moment from two angles, audience — 2–3 cameras
- 19:45 Dinner service — tables — table photographs in agreed slot — 1 camera
- 20:30 Awards: category 1–12 — stage — every handover two angles; winner portrait backstage — 2 cameras
- 21:30 Entertainment — stage — atmosphere, crowd — 1 camera
- 22:00 Closing / networking — room — guests, sponsors — 1 camera
- 22:30 Delivery: winner sets and first selects by link; recap film next morning

Contacts

Event lead: _____ Venue: _____ AV desk: _____ Photo/video crew: _____ Approver for same-night publication: _____