# ORDER OF PROCEEDINGS

**EVENT Event name**

**DATE** Date of event

**TIME** Time of event

**VENUE** Venue name

**CONTACT** Contact name and number

|  |  |
| --- | --- |
| **5.00pm – 5.30pm** | Registration and networking  |
| **5:20pm** | Guests are called to take their seats  |
| **5.30pm** (3 mins) | **Master of Ceremonies (MC)****Name of MC****Organisation title and name of MC*** Welcomes all
* Acknowledges traditional owners of the land
* Asks guests to switch mobile phones to silent
* Explains emergency procedures
* Introduces speaker
 |
| **5.33pm** (10 mins) | **Name of speaker 1** **Organisation title and name of MC*** Welcomes all
* Brief dot points on talking points
* Introduces speaker 2
 |
| **5.43pm** (10 mins) | **Name of speaker 2****Organisation title and name of MC*** Thanks speaker 1
* Brief dot points on talking points
 |
| **5.53**(3 mins) | **MC: Name*** Thanks speaker 1 and 2
* Brief dot points on talking points
* Invite guests to stay for refreshments
 |
| **8.00pm**  | **Event Close** |