# 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** |