

Run of Show

Talvenor annual dinner · Riverside Hall, Chicago, IL · Thursday, November 12, 2026 · 120 guests · Version 3, issued November 9

FILLED EXAMPLE

Venue coordinator	Mia Turner (owns this document)
Client lead	Sarah Chen, Talvenor (decides on the day)
Spaces	Main Hall, Terrace, loading dock

Time	Duration	Cue	Space	Owner	AV / tech	Notes
LOAD-IN AND SETUP						
2:00 PM	60 min	Venue access. Tables and chairs, 12 rounds of 10	Main Hall	Floor captain		Table plan v3 from the client
2:30 PM	90 min	AV build: PA, 3 mics, projector, screen	Main Hall	AV technician		
3:00 PM	60 min	Florist: 12 centerpieces, terrace planters	Main Hall, Terrace	Florist		Loading dock slot 3:00 to 3:30 PM
4:30 PM	15 min	Sound check, client slides on screen	Main Hall	AV technician	Slides on USB	
5:00 PM	30 min	DJ load-in and line check	Main Hall	DJ	DJ on house PA	
DOORS AND GUEST ARRIVAL						
5:30 PM	15 min	Staff briefing: timeline, table plan, allergies	Kitchen pass	Venue coordinator		Each owner reads their own lines
6:15 PM	10 min	Final walk-through with the client lead	All spaces	Venue coordinator	Lights preset	
6:30 PM	50 min	Doors open. Cocktail hour, passed hors d'oeuvres	Terrace	Floor captain, bar	Background music, low	Heaters on at 6:00 PM
7:20 PM	10 min	Guests invited to the Main Hall	Terrace to Main Hall	Floor captain	Music fade	
PROGRAM, SPEECHES AND CUES						
7:30 PM	15 min	Guests seated	Main Hall	Floor captain	Lights to 40%	
7:45 PM	5 min	Welcome speech (Sarah Chen)	Stage	Client	Mic 1, lectern spot	
8:00 PM	30 min	First course served	Main Hall	Kitchen, floor		Table 4: no pecans (nut allergy)

Time	Duration	Cue	Space	Owner	AV / tech	Notes
8:40 PM	40 min	Main course served	Main Hall	Kitchen, floor		12 vegetarian: tables 3, 7, 11
9:30 PM	15 min	Dessert and coffee	Main Hall	Kitchen, floor		Gluten-free: tables 2, 9
9:40 PM	5 min	Sparkling wine poured for the toast	Main Hall	Bar		Sparkling cider for alcohol-free guests
9:45 PM	10 min	Award presentation and toast	Stage	Client	Slides 12 to 18, mic 2	Presenter: Talvenor CEO
9:55 PM	5 min	Room flip: 2 tables cleared for the dance floor	Main Hall	Floor captain	House lights 60%	
ENTERTAINMENT						
10:00 PM	120 min	DJ set	Main Hall	DJ	Dance lighting on	Sound limit from 11:00 PM
CLOSE						
11:15 PM		Last call announced	Main Hall	DJ, bar	Mic 2	
11:30 PM		Bar closes	Bar	Bartenders		
12:00 AM	15 min	Music off, house lights up, guests leave	Main Hall	Venue coordinator	Lights 100%	Rideshare pickup at the main door
TEARDOWN AND LOAD-OUT						
12:15 AM	15 min	Damage walk-through with the client lead	All spaces	Venue coordinator		Noted and signed on the BEO
12:30 AM	45 min	DJ and AV load-out	Main Hall	DJ, AV technician		Loading dock opens 12:30 AM
1:30 AM		Venue reset, doors locked	All spaces	Floor captain		Lost and found logged

Free template by Joinways (joinways.app). In Joinways, the event timeline sits next to the quote and the BEO.

Run of Show

[Event] · [Venue] · [Date] · [Headcount] · Version ____, issued ____

BLANK RUN OF SHOW

Venue coordinator

Client lead

Spaces

[illegible]

Time	Duration	Cue	Space	Owner	AV / tech	Notes
ENTERTAINMENT						
CLOSE						
TEARDOWN AND LOAD-OUT						

Free template by Joinways (joinways.app). In Joinways, the event timeline sits next to the quote and the BEO.