<**Title of Event>**

**<Date of Event>**

**Time of Event**

**Run of Show:**

<ENTER TIME> (30 minutes before event start) Team signs on – Use this time to review the agenda and assigned roles. Test, power point presentations, and videos that will be presented during the online event. This should occur 30 minutes prior to event start.

<ENTER TIME> (15 minutes before event start)- Panelists sign on – Use this time to sound check all panelists/hosts that will be speaking in the meeting. Review the agenda and roles.

<ENTER TIME> – (1 minute before event)

* Press record
* Shares hold screen, if required
* Plays music, if required
* All event support turns off cameras if not presenting

<ENTER TIME> –

* Turn on closed captioning
* Start webinar/ meeting

<ENTER TIME> – Webinar/ Meeting Begins

* Stop sharing music and hold screen once participants have entered the webinar/meeting
* Event Support - Spotlight Host
* Host - Welcome + Housekeeping items
* Chat Moderator - Welcome and Housekeeping items

<ENTER TIME> Host Introduce Speaker(s)

* Event Support - Spotlight Speaker
* Chat Moderator – Welcome Speaker

<ENTER TIME> – Speaker(s) Presentation

<ENTER TIME> –

* Host – Thanks speaker (s) and opens the floor for Q+A and moderates questions
* Event support– Spotlights Host
* Chat moderator – Encourage Q&A in the chat

<ENTER TIME>

* Host - Take last question and wrap up Q&A

<ENTER TIME>

* Host to thank speaker(s)

Chat Moderator – Share social media handles of Speaker

<ENTER TIME>– Closing

* Host - Closing remarks
* Chat Moderator – Closing

<ENTER TIME>

* Event Support - End webinar

**EXAMPLE SCRIPT FOR A THIRD THURSDAY WEBINAR:**

**12pm - Event Introduction – Lauren**

**Susan – Spotlight Lauren**

**Sam – Chat Messaging – Welcome**

Hello everyone and happy Third Thursday!

We are so excited to have you here with us, whether you are a new or returning viewer. My name is , and I’m from the College Events teams and I am really looking forward to hosting today’s first Third Thursday of 2022!

**Sam – Chat Messaging – Closed Captioning**

Let’s jump into a few housekeeping items right away,

* Today’s event has closed captioning in English. To turn on closed captioning, press the “CC” icon along the bottom of your toolbar.
* This event is being recorded. The recording will be available in the Third Thursday website in the coming days.
* We encourage you to use the chat and engage with our college community
* We have some incredible speakers today and we will be taking questions after the talk, so get them ready and you can submit them in the Q&A tab

Today’s Third Thursday is all about sparking our creativity and we are so happy to be joined by Co-Founder and Leader of Salt, a boutique design studio in Ottawa and Senior Designer at Shopify, Dani Chavez Ackerman and Marissa Korda, Staff Designer at Shopify.

Third Thursdays are all about sparking ideas and creating community at Algonquin College. Every month, we hear from experts and innovators to share stories that inspire and empower us to be the best we can be no matter what that looks like.

Tim let’s play the video to help share the philosophy behind Third Thursday.

[Tim plays video]

**12:05pm – Speaker Welcome / Presentation**

**Susan – Spotlight Marissa and Dani**

Marissa and Dani Presentation

**Sam – Chat Messaging – Connect with Dani & Marissa**

**12:45pm – Audience Q&A – Lauren to Moderate**

**Susan – Spotlight Lauren**

**12:53pm – Wrap-up**

**Lauren –** That is all the time we have for questions. Thank you so much for the great conversation, Dani, and Marissa. It was a pleasure listing and learning from you both today.

**12:55pm – Community Soap Box – Lauren**

It is time for the Third Thursday Community Soap Box tradition.

While we have no soap box to stand on, we want to create a virtual soap box, so our community has a platform to share.

Anyone who wants to share any upcoming events, side hustles, or collaborative projects that you are looking for some partners, now is the time. Please post in the chat or raise your Zoom hand and you can share live with the group.

**12:58pm – Closing Remarks – Lauren**

**Sam – Chat Messaging – Conclusion**

Once again, a huge thank you to Dani and Marissa for joining us today. A quality conversation that we are so lucky to have been a part of this experience today. So nice to share and connect.

Our next Third Thursday will be coming in February, so be sure to check it out.

This event was recorded so you can watch it again if you like or share with others.

Thank you again everyone. Have a great third Thursday!

**Chat Content:**

Welcome (Event):

Hello Algonquin College Community, welcome to Third Thursday: Bringing Creativity to Life. We welcome you to use the chat tab throughout today’s event, to connect with your College Community.

Closed Captioning:

Today’s event is equipped with closed captioning. To turn on closed captioning, please follow these instructions:

Along the bottom of the screen, you will find a button entitled “Closed Caption.” Please press on this button, to have closed captioning appear along the screen.

Thank you, enjoy today’s event!

Chat (not Q&A):

Hello, thank you for your question! Please kindly retype your question in the Q&A tab for our panelists. Thank you.

Raised Hand (not using):

Hello, thank you for raising your virtual hand to ask a question. We are not using this feature for today’s event. Please kindly type your question in the Q&A tab (located along your bottom toolbar) for our panelists. Thank you!

Q&A Start:

Hello, we have now reached the Q&A period of our event. We welcome you to type your questions in the Q&A now (located along your bottom toolbar). Thank you!

Q&A Still Time:

Hello, there is still time to ask your questions to our panelists. We welcome you to type your questions in the Q&A now (located along your bottom toolbar). Thank you!

Recording FYI:

This event is being recorded. The recording will be available in the Third Thursday website in the coming-days: <https://www.algonquincollege.com/achub/events/third-thursday/>

Event Conclusion:

Thank you for taking part in Third Thursday. Check out our next Third Thursday coming up in February. Details will be shared in the coming weeks on the Events Calendar here: <https://www.algonquincollege.com/studentsupportservices/events/>, stay tuned!