**The Jeff Leatham Floral Experience (Dinner)**

**RUN ORDER & CUE SHEET**

**1st Draft**

**Camera designations \*(Confirm)**

**21st March, 2016**

**2.00pm Set Up**

Light

Décor

LDA Mannequins are strategically Positioned

**4.00pm Final Systems Check**

Sound Check

Multimedia Check

DJ’s Check

Band Check

**5.30pm Main Hall is vacated of ALL Non Essential Staff**

Cue Bollinger for Cocktails

Cue DJ for Background Music **\*Confirm Playlist**

**5.45pm MC’s Call time & Brief**

**6.00pm Arrivals, Cocktails by Bollinger**

**DJ**: Plays Music **(\*Confirm playlist)**

Cocktails are served

Black Carpet Host/Hostess in position (Studio 53)

Cameras in position

Photographers in position

Cue MC for Welcome

Cue Caterer for Dinner

Cue DJ for Music

Guests move into the Hall

**7.00pm MC’s Welcome Multimedia**: JLE Logo on Stage Screen

5 Course Dinner is Served

**DJ**: Plays Music from Playlist

Cue Bovi for Comedy Interlude 1

**8.15pm Comedy Interlude 1 by Bovi**

**Multimedia**: JLE Logo on Stage Screen

Cue Mrs. Jemide **\*Confirm her role**

**8.30pm MC: Intro Mrs. Jemide** **\*Confirm her role**

**Multimedia**: JLE Logo on Stage Screen

Cue Chee for Special Appearance

**8.40pm MC: Intro Chee for her Performance**

**Multimedia:** JLE Logo on Stage Screen

Cue Lanre DaSilva Ajayi for her Presentation

**8.45pm MC: Intro Lanre DaSilva Ajayi for her Presentation**

**Multimedia**: JLE Logo on Stage Screen

Cue Bovi for Comedy Interlude 2

**8.55pm Comedy Interlude 2 by Bovi**

**Multimedia**: JLE Logo on Stage Screen

Cue Band for Performance

**9.05pm Band Musical Performance**

**Multimedia**: JLE Logo on Stage Screen

Cue for Vote of Thanks **\*Confirm Who**

Cue DJ for Dance! Dance!! Dance!!!

**10.00pm Vote of Thanks \*Confirm Who**

**DJ**: Dance! Dance!! Dance!!!

**Multimedia**: JLE Logo on Stage Screen

**11.00pm EVENT ENDS**