

Event Name : XYZ Telecommunications Student Smartphone Launch

Date: June 14, 2024

Event Location: Event Centre, 937 Progress Avenue, Toronto, ON, Canada

Number of guests: 80

Event Production Schedule

June 13, 2024

Important Contacts-

Client:

- **Name:** Mr. Justin Kase
- **Company:** XYZ Technology Corporation
- **Address:** 800 Bancroft Dr, Mississauga, Ontario, L5V 1X7
- **Phone:** 905-123-4567
- **Email:** jkase@xyzcorporation.com

Event Manager:

- **Name:** Harmandeep Kaur
- **Company:** HarmanSidhu events
- **Address:** 1421 Old Zeller Drive , Kitchener, Ontario, N2A 4M8
- **Phone:** 437-345-7453
- **Email:** harmansidhu2215@gmail.com

Location Group:

- **Conference Manager:** Caroline
- **Banquet Manager:** Trish
- **AV Manager:** Bill
- **Chef:** Sam

Event Room's:

- Summer & Spring – Product launch
- Fall room- Networking Reception

Start	Duration	Activity/Element/Details	Lead person	Notes
2:30- 3:00 p.m.	15 min	AV Setup and check	Bill & Caroline	Summer & Spring Rooms; Setup speaker, podium, microphone, projector,

				screen, sound system and ensuring proper functioning of AV equipment before event begins
3:00 p.m.	30 min	Setup Registration Area	Harmandeep & Trish	Main Lobby by elevators; Registration table and chairs & beverage station
3:30 p.m.	Ongoing	Registration and welcome drinks	Harmandeep	Main Lobby: Check-in and distribute event materials.
3:30 p.m. - 4:00 p.m.	Arrival Refreshments	Welcome drinks: Juice & water	Sam & Trish	Welcome drinks (Orange & Cranberry juice, water)
4:00 p.m.	15 min	Welcome to Students by Mr. Mr. Justin Kase	Mr. Justin Kase	Summer & Spring Rooms (Classroom Style); Microphone, Podium, Speakers
4:15 p.m.	15 min	Run smartphone profile video	Bill	Summer & Spring Rooms (Classroom Style); Projector, Screen, Sound System
4:30 p.m.	15 min	Overview of packages and pricing by Mr. Justin Kase	Mr. Justin Kase	Summer & Spring Rooms (Classroom Style); Microphone, Podium, Speakers
4:45 p.m.	30 min	Interactive Q&A and Smartphone Giveaway by Mr. Justin Kase	Mr. Justin Kase	Summer & Spring Rooms (Classroom Style); Microphone, Podium, Speakers
5:15 p.m.	15 min	Transition to Networking Reception	Harmandeep & Trish	Direct guests to Fall Room
5:15 p.m. - 6:30 p.m.	75 min	Networking Reception	Sam & Trish	<ul style="list-style-type: none"> • Cold hors d'oeuvres: Pesto & Parmesan Lollipop • Hot hors d'oeuvres: Vegetarian Spring Roll, Chicken Croquettes, Spanakopita Bites • Sweet bites: Mini Brownie • Other items: Fruit Platter • Beverages: Soft Drinks

6:30 p.m.	15 min	Closing Remarks and Thank You	Mr. Justin Kase	Fall Room (Reception Style); Thank attendees and encourage sign-ups
6:45 p.m. - 7:00 p.m.	15 min	AV Removal	Bill	Ensure all AV equipment is properly dismantled and returned from Summer and Spring room
7:00 p.m.	30 min	Cleanup and Wrap-up	Harmandeep & Trish	Ensure venue is cleaned and all equipment is returned

Detailed Food & Beverage Menu for Welcome Drinks & Networking Reception

- **Welcome drinks-** Orange & Cranberry juice, water
- **Cold Hors d'oeuvres:** Pesto & Parmesan Lollipop
- **Hot Hors d'oeuvres:**
 - Vegetarian Spring Roll
 - Chicken Croquettes
 - Spanakopita Bites
- **Sweet bites-** Mini Brownie
- **Other Items:** Fruit Platter
- **Beverages:** Soft Drinks

Final Notes:

- Ensure all AV equipment is tested prior to the event.
- Coordinate with the Chef Sam and Banquet Manager Trish for the timely setup of food and beverages in the Fall Room.
- Prepare signage to direct guests from the Summer & Spring Rooms to the Fall Room for the reception.
- Confirm with all lead persons that they are aware of their responsibilities and the event timeline.
- Set up a beverage station in the Main Lobby to serve welcome drinks during registration.