Run of show

Illustrative example. The company, people, rooms and links are fictional. All times are local time in the venue.

Event: Q3 Product Strategy Workshop (hybrid) | Date: Thursday, November 12, 2026 | Booked slot: 13:00 to 14:30 (90 min)

Location / link: Room B, 3rd floor + Zoom meeting | Emergency contact: Ana Ruiz (room lead), on site

TIME	MIN	SEGMENT	OWNER	CUE	LOCATION	CONTINGENCY
13:00–13:05	5	Welcome and housekeeping	Nadia (host)	Title slide. Producer starts recording and posts the welcome message in chat.	Room B stage + Zoom	If under half the room has joined, start at 13:03 and keep housekeeping to 2 minutes.
13:05–13:20	15	Context talk: what changes in Q3	Kwame (speaker)	Slides 2-9. Producer spotlights Kwame.	Room B stage + Zoom	Over by 3 min: skip slides 7-9 (appendix).
13:20–13:50	30	Breakout exercise: map customer pain points	Ines (facilitator)	Producer opens 4 Zoom breakout rooms and posts the whiteboard link. Room lead hands out prompts to 2 tables.	Room B tables + Zoom breakouts	If breakouts fail, run one shared whiteboard in the main room.
13:50–14:05	15	Group readouts	Ines (facilitator)	Producer sends a 60-second warning, then closes breakouts. Room lead passes the handheld mic.	Room B + Zoom main room	Hear 3 of 6 groups live; the rest post a summary in chat.
14:05–14:15	10	Decisions and next steps	Nadia (host)	Slide 10. Scribe types actions into the shared notes page.	Room B stage + Zoom	Do not cut. Park open questions for the follow-up email.
14:15–14:25	10	Q&A / buffer	Nadia (host)	Producer reads the top chat questions; room lead brings the mic.	Room B + Zoom	This row absorbs delay. Shorten or drop it first.
14:25–14:30	5	Close and survey	Nadia (host)	Producer posts the survey link, then stops recording at 14:30.	Room B stage + Zoom	Do not cut. The survey link also goes in the follow-up email.

Total: 90 min Buffer: 10 min (11% of the slot)

Roles, cues and fallbacks

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ROLES

Host: Nadia Haddad - Opens, keeps time, makes cut calls, closes
Producer: Marcus Lindqvist - Runs Zoom: recording, spotlight, breakouts, chat
Facilitator: Ines Carvalho - Runs the exercise and the readouts
Speaker: Kwame Mensah - Gives the context talk
Room lead: Ana Ruiz - Room mics, tables, printed prompts

PREPARATION CHECKLIST (-30 MIN)

12:30 [ ] Room lead checks the room mic, camera and display
12:35 [ ] Host opens Zoom and makes the producer a co-host
12:40 [ ] Producer sets up 4 breakout rooms and tests screen share
12:45 [ ] Facilitator opens the whiteboard and prints table prompts
12:50 [ ] Speaker runs slides 2-9 with notifications paused
12:55 [ ] Holding slide on screen; producer admits early arrivals

POST-EVENT DEBRIEF

What went well? _____
What had technical issues? _____
Follow-up action items (owner and due date) _____

PRODUCER CUE LANE (VIRTUAL / HYBRID)

12:55 Share the holding slide; admit early arrivals
13:00 Start recording; post the welcome message | Chat: "Welcome! Mics are muted. Questions go in chat and we will take them at 14:15."
13:05 Spotlight the speaker
13:20 Open 4 breakout rooms; post the whiteboard link | Chat: "Breakouts are open. Board: [whiteboard link]. Add notes in your group's frame."
13:49 Send the 60-second warning to all rooms
13:50 Close breakouts; spotlight the facilitator
14:15 Read the top chat questions to the host | Chat: "Q&A is open. Upvote a question by replying +1."
14:25 Post the survey link | Chat: "Two-minute survey: [survey link]. Thank you for joining."
14:30 Stop recording

CUT LIST (IF RUNNING LATE)

1. Shorten or drop Q&A / buffer (14:15–14:25) (saves 10 min)
2. End the breakout exercise at 13:45 instead of 13:50 (saves 5 min)
3. Hear 3 of 6 groups live; the rest post in chat (saves 7 min)
4. Skip context slides 7-9 (appendix) (saves 3 min)

Never cut: Decisions and next steps, Close and survey, Stopping the recording.