

# Order of event: Example

## Prior to the event

1. Have a pair of students meet and greet the panel speakers at a designated area and bring them to the venue.

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2. Have students assist you to set up the venue prior to the event.  
We imagine having the space set up with the panel members and an MC at the front of the venue with a desk to sit behind.

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3. You may wish to decorate the venue.

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4. Other things to consider:
  - Provide the panel members and MC with water.
  - Ensure that all audio-visuals are set up and tested.
  - Ensure that panel members are well-briefed on the order of the event and what is expected of them.
  - Ensure that there are enough chairs for all members of the audience and that people with particular mobility, auditory or visual needs are catered for with the seating arrangements.

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5. If a student has volunteered to be the MC for the event you may wish to assist them to rehearse this role prior to the event.

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## During the event

6. MC – welcomes the audience and gives special thanks to panel speakers.  
Includes a “welcome to country”. Provides a quick overview of the order of events to the audience.

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7. MC introduces the first speaker 1 minute

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8. First speaker 5–10 minutes

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9. MC thanks first speaker and introduces the second speaker 1 minute

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10. Second speaker 5–10 minutes

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11. MC thanks second speaker and introduces the third speaker 1 minute

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12. Third speaker 5–10 minutes

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13. MC thanks third speaker and invites questions from the audience or invites student to read questions from the question box.

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14. Facilitated question time. Make sure no question is too long. You may wish to set rules for question time, such as set a timer. 15 minutes

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15. MC wraps up the event and thanks all the appropriate people.

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## After the event

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# Order of event: **Template**

## Prior to the event

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## During the event

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## After the event