

Virtual Event Run-of-Show

A fill-in timeline to keep your virtual event on track. Map every segment, who owns it, and the tech cue, so nothing gets missed on the day.

Time	Segment	Owner	Tech / Cue	Notes
9:00	Welcome and housekeeping	Host	Slide 1, mics on	Share agenda

Before you go live

- ☐ Confirm every owner knows their segment and cue.
- ☐ Do a full tech run: audio, video, screen share, and any polls or breakouts.
- ☐ Have a backup host and a plan for a dropped connection.