

CREW CALL	DOORS	ON STAGE	OFF STAGE	RUN TIME	CAPACITY
17:30	18:00	18:53	20:10	2h 07m	180

TIME	DUR	ITEM	WHO	CUE	NOTES
17:00	0:30	Room set and rig check	Venue and production	House to full	Seats at 180, two aisles
17:30	0:30	Crew call and sound check	Production	Mics 1-6 on stands	Ring-out before doors
17:45	0:15	Speaker walk-through	Stage and speakers	Mics 1-4 live	Clicker and autocue checked
18:00	0:45	Doors and reception	Front of house	House music at -18dB	Bar opens with doors
18:45	0:05	Room call, seat guests	Front of house	Chime, house to 50%	Two-minute warning to stage
18:50	0:03	Walk-in film	Vision	VT1, sound to full	Ends on a fade, not a cut
18:53	0:07	Welcome	Dana Whitfield	Mic 1, lectern spot	Autocue from the top
19:00	0:12	The year in three numbers	Dana Whitfield	Deck A, slides 1-9	Clicker handed over at 18:52
19:12	0:18	Product demonstration	Maya Chen	Laptop feed, camera 2	Backup deck on a stick at the desk
19:30	0:05	Film: how it was built	Vision	VT2, house to 20%	Runs 4m 42s
19:35	0:20	Panel	Chen, Rivera, Ellis	Mics 2-4, three stools	Roving mics to the floor at 19:50
19:55	0:10	Questions from the floor	Alex Rivera, chairing	Mics 5-6, roving	Hard stop at 20:05
20:05	0:05	Close and thanks	Dana Whitfield	Mic 1, lectern spot	Trail the demonstration pods
20:10	0:50	Drinks and demonstrations	Front of house	House music at -16dB	Pods 1-4 staffed throughout
21:00	0:20	Carriages and clear	Production	House to full	Bar closes 20:50
21:20	0:40	Get-out and de-rig	Production and venue	Work light only	Van loaded by 22:00

If the demonstration fails

Cut to **VT2** and bring the panel forward. The demonstration is re-run at the pods afterwards and is not attempted again from the stage.

If the panel overruns

The chair takes **two questions only**. The close is not cut — it carries the trail to the pods, which is what the evening is for.

If a film will not play

Hold on the walk-in still, and the stage covers for **ninety seconds**. Vision has both films on the desk machine and on a stick.

ON THE RADIO	VISION	SOUND	FRONT OF HOUSE	VENUE DUTY MANAGER
STAGE MANAGER				
Sam Ortiz	Dana Kohl	Riley Thompson	Ava Cruz	The Foundry desk
Ch 1 · 07700 900412	Ch 2 · 07700 900318	Ch 2 · 07700 900147	Ch 3 · 07700 900566	Ch 4 · 020 7946 0110