Run sheet for MC and participating organisations

**MC Notes: World Suicide Prevention Day 2023 — <<Town>>**

**Date: <<date of event>>**

**Venue: <<event location>>**

|  |  |  |
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| **Time** | **WHO** | **Activity**  |
| **<<Insert access time>>** | VENUE ACCESSAll organisations requiring vehicle access to venue | Vehicle access to venue site to unload tables, display tents, audio equipment, etc. |
| 9.30am | BUMP IN All organisations | Set up display tables ready for <<11.00am>> start |
| 11.00am | Master of ceremonies | MC commences event |
| 11.10am | MC introduces entertainer 1 | Entertainer 1 performs <<name>> |
| 11.30am | MC interviews service provider 1 & 2 | Introduction / interview of service providers 1 & 2* <<service provider name>>
* <<service provider name>>
 |
| 11.40am | MC introduces entertainer 2 | Entertainer 2 performs <<name>> |
| 11.55am | MC interviews service provider 3 & 4 | Introduction and interview of service providers 3 & 4* <<service provider name>>
* <<service provider name>>
 |
| 12.05pm | MC Introduces entertainer 3 | Entertainer 3 performs <<name>> |
| 12.45pm | MC interviews service provider 5 & 6 | Introduction and interview of service providers 5 & 6* <<service provider name>>
* <<service provider name>>
 |
| 12.45pm | MC introduces lived experience speaker | Lived experience speaker <<name>> |
| 1.00pm | MC Introduces entertainer 4 | Entertainer 4 performs <<name>> |
| 1.20pm | MC interviews service provider 7 & 8  | Introduction and interview of service providers 5 & 6* <<service provider name>>
* <<service provider name>>
 |
| 1.30pm | MC introduces entertainer 5 | Entertainer 5 performs <<name>> |
| 2.00pm | End of event | MC concludes event |
| 2.00pm-3.00pm | BUMP OUTAll organisations | Pack up and clean venue |