|  |  |
| --- | --- |
| EVENT NAME |  |
| DATE |  |
| time |  |
| VENUE | Virtual/hybrid/physical address |
| ROLE of the vice-chancellor  | Eg. Keynote, speaking on a panel, moderator etc  |
| ANU ENGAGEMENT | *ANU TO COMPLETE* |
| OUTCOMES | *ANU TO COMPLETE* |
| FIRST NATIONS PEOPLE | Provide acknowledgement for First Nations custodians |
| Attire | Business/smart casual/formal |
| audience SIZE and composition  |  |
| KEY CONTACT | ANU contact: **Event contact:**  |
| **Audio Visual**Microphone set-up:🞏 Lapel 🞏 Handheld 🞏 Lectern 🞏 Headset 🞏 N/A 🞏 Livestream 🞏 Recorded 🞏 Slides (ratio)🞏 Clicker 🞏 Laptop | **Engagement**🞏 Media in attendance🞏 Photographer 🞏 Private event 🞏 Public event  | **Format** 🞏 Keynote 🞏 Panel 🞏 Moderator 🞏 Q&A🞏 Welcome 🞏 Vote of thanks🞏 Teaching 🞏 In conversation 🞏 Other  |
| **General logistics** 🞏 Pre-registration 🞏 Pre-submission of talk materials:🞏 Security 🞏Bio 🞏 Abstract/title 🞏 Slides 🞏 Headshot 🞏 Greenroom 🞏 Parking  |

**RUNSHEET AND EVENT COORDINATION**

|  |  |
| --- | --- |
| TIME | ACTION |
|  |  |
|  |  |

Background

Please provide a brief background of the event. This should include history of previous engagement, other events and any information useful to give the Vice-Chancellor context. 1 – 4 paragraphs. What is the purpose of the event?

* Who is the event targeted at?
* Has this event been held before? Is it part of a series? Who has previously spoken/are there any notable prior outcomes?
* Any other key information

List any VIP guests or speakers

KEY PEOPLE FOR THE VC TO BE AWARE OF

Name/Title

Photo [if available]

High level bio (1-2 paragraphs)

ATTACHMENT(S)

* Attachment A – guest list

Protocol details and acknowledgements

* Include the traditional owners
* Include any protocol or VIPs to acknowledge