|  |  |  |
| --- | --- | --- |
| 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