

	Shivaangee (SA)	Staff / Volunteer	Participants	Package People	Chaperones	Host (SS)	Judges	Stage Manager	External	Audience
0800 - 0830				Have breakfast at Aston						
0830 - 0900	Arrive and meet venue staff			Travel to Hippodrome						
0900 - 0930	Debrief and setup space, meet ushers			Arrive				Venue staff to brief	Ushers to meet staff	
0930 - 1000			Arrive by 1000	Changing rooms / familiarise venue	Arrive				Ushers to meet participants	Parents / guardians arrive
1000 - 1030	Brief participants	Tim welcomes KD and SS	Briefing by SA		Meet participants		KD arrives 0950	Meeting w/ technician	Simon to arrive?	P/G listen to briefing
1030 - 1100	Brief Chaperones		Workshop by KD in stage space, preceded by Anusha Subrahmanyam chat		Briefing by SA	Shane arrives 1030				P/G go away
1100 - 1130		Social media starts			SA to allocate to participants					
1130 - 1200		Reserve seats, pick up package food	Lunch and getting ready		With participants			Collect any info from participants		P/G away or in changing rooms
1200 - 1230						Tech run through	PC arrives 1230	Shane mic setup	Videographer arrives	
1230 - 1300						Lunch	AK arrives 1235, PR arrives 1300			
1300 - 1330		Take judges to lunch, welcome desk ready for audience	Warm-Up			Last Tech check	AH arrives 1325			Foyer
1330 - 1345			Meet Host			Meet Participants	AH chairs meeting			
1345 - 1400		Participants in place to start	In place in auditorium			On stage?	In seats	Liaise with ushers to open doors		Enter auditorium and take seats
1400 - 1730	SHOWTIME									
1730 - 1800	SA to thank and say goodbye to externals	Change and vacate changing rooms	Undress	Dinner over at Hippodrome, catering station 2	Leave	Drinks with Mira		Leave	Leave	Leave
1800 - 1830	Direct foyer group to dx studios	Pack up stuff, welcome desk manned for certificates	All out by 1815, depart							
1830 - 1900	Pack up remaining stuff	Leave				Leave / main stage	Leave / AH to main stage			
1900 - 1930				Over to main stage show						