

## Sample Run of Show- WSSU Reception Event: "Celebrating WSSU Excellence"

**Date:** Thursday, March 5, 2025

**Location:** WSSU Alumni Hall, 601 S Martin Luther King Jr. Dr., Winston-Salem, NC 27110

**Event Time:** 6:00 PM - 8:00 PM

**Event Type:** Alumni and Faculty Networking Reception

### Run of Show Timeline

Time	Agenda Item	Details	Speaker/Staff	Location	Purpose
5:00 PM - 6:00 PM	<b>Volunteer Arrival &amp; Setup</b>	Volunteers arrive to set up tables, check-in stations, and assist with decorations.	Event Volunteers	WSSU Alumni Hall	Prepare the venue for the event.
5:30 PM - 6:00 PM	<b>Check-In and Table Host Briefing</b>	Volunteers assigned to check-in stations; Table Hosts receive their guides and instructions.	Event Manager (Sarah Thomas), Volunteer Coordinators	WSSU Alumni Hall	Brief volunteers on their roles and ensure event readiness.
6:00 PM - 6:15 PM	<b>Guest Arrival &amp; Registration</b>	Guests check in at the registration desk; staff provide name tags, event programs, and direct guests to the reception area.	Check-In Volunteers (Sarah, Mark, & Lisa)	WSSU Alumni Hall (Front Entrance)	Welcome guests, provide event materials, and direct to reception.
6:15 PM - 6:30 PM	<b>Opening Remarks &amp; Welcome Address</b>	Introduction to the evening's program and purpose.	Dr. Althea Richardson, Dean of Alumni Relations	WSSU Alumni Hall (Stage Area)	Welcome attendees and introduce the purpose of the event.
6:30 PM - 6:45 PM	<b>Keynote Speech: "The Impact of Alumni on WSSU's Future"</b>	Highlight the role of alumni in shaping the university's future.	Dr. Robert Lee, Chancellor of WSSU	WSSU Alumni Hall (Stage Area)	Inspire alumni to engage with and contribute to the future of WSSU.

Time	Agenda Item	Details	Speaker/Staff	Location	Purpose
6:45 PM - 7:00 PM	<b>Alumni Testimonials</b>	A few alumni share short stories about their experiences at WSSU and how it shaped their professional paths.	Alumni Speakers: Tasha Johnson (Class of 2005) & Andre Collins (Class of 2010)	WSSU Alumni Hall (Stage Area)	Highlight personal stories to engage and inspire the audience.
7:00 PM - 7:15 PM	<b>Networking &amp; Refreshments</b>	Guests can mingle, enjoy refreshments, and connect with alumni and faculty members.	Table Hosts (Assigned Volunteers)	WSSU Alumni Hall (Reception Area)	Encourage networking and foster connections among guests.
7:15 PM - 7:30 PM	<b>Special Announcements &amp; Awards</b>	Announce recent achievements of alumni or faculty members, and present awards.	Dr. Linda Martin, Director of Alumni Affairs	WSSU Alumni Hall (Stage Area)	Recognize notable achievements and honor members of the WSSU community.
7:30 PM - 7:45 PM	<b>Closing Remarks &amp; Call to Action</b>	Summarize the evening's events and encourage alumni to get involved in future initiatives.	Dr. Althea Richardson, Dean of Alumni Relations	WSSU Alumni Hall (Stage Area)	Motivate attendees to stay connected with WSSU and continue supporting the university.
7:45 PM - 8:00 PM	<b>Final Networking &amp; Departure</b>	Guests continue mingling and making connections as the event concludes. Volunteers assist with event wrap-up.	Event Volunteers (Sarah, Mark, Lisa)	WSSU Alumni Hall (Exit Area)	Ensure smooth departure and thank attendees for their participation.

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#### Event Overview:

#### Who:

- **Target Audience:** WSSU alumni, faculty, staff, and invited guests.

- **Speakers:**

- **Dr. Althea Richardson:** Dean of Alumni Relations, welcoming guests and providing closing remarks.
- **Dr. Robert Lee:** Chancellor of WSSU, delivering the keynote address on the impact of alumni.
- **Tasha Johnson (Class of 2005) & Andre Collins (Class of 2010):** Alumni speakers sharing personal success stories.
- **Dr. Linda Martin:** Director of Alumni Affairs, overseeing the presentation of awards and special announcements.

**What:**

- A reception celebrating WSSU alumni and faculty, fostering networking opportunities and encouraging continued engagement with the university.

**When:**

- Thursday, March 5, 2025, from 6:00 PM to 8:00 PM.

**Where:**

- WSSU Alumni Hall, located on the WSSU campus.

**Why:**

- To celebrate the achievements of WSSU alumni, strengthen relationships between alumni and the university, and encourage continued support of WSSU's mission.

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**Volunteer Staffing & Placement:**

- **Check-In Volunteers (5:30 PM - 6:00 PM):**
  - **Needed:** 3 volunteers to handle registration tables.
  - **Duties:** Distribute name tags, event programs, and direct guests to the reception area.
  - **Location:** Front entrance of WSSU Alumni Hall (Check-In Tables).
- **Table Hosts (6:00 PM - 8:00 PM):**
  - **Staff Needed:** 5 volunteers assist guests at designated tables.
  - **Duties:** Ensure guests are comfortably seated, facilitate introductions, and encourage networking among alumni and faculty.
  - **Location:** Reception Area (mix of standing tables and seating).
- **Event Assistants (Throughout Event):**

- **Staff Needed:** 2-3 volunteers to help with general tasks such as distributing awards, managing food and drink stations, and assisting with audio-visual needs.
  - **Location:** Various spots in the venue (refreshment stations, stage area, and guest flow management).
  - **Event Coordinator (5:00 PM - 8:00 PM):**
    - **Staff Needed:** 1 event coordinator.
    - **Duties:** Oversee the smooth operation of the event, troubleshoot issues, and liaise with volunteers, speakers, and staff.
    - **Location:** Throughout the venue.
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This "Run of Show" ensures that every aspect of the event is planned , from the arrival of volunteers to the closing remarks. By clearly assigning roles and time slots for each part of the event, it ensures a smooth and efficient experience for all attendees.