National Networking Knight Run of Show Examples

Run of Show Example #1: Speed Networking/Guest Speaker

Timing	Activity
5:45 p.m.	**Doors Open and Guests Arrive** *Registration/Check-In: Distribute Name Tags, handouts, drink tickets, gifts, etc.*
6 p.m.	**Ice Breaker activity begins**
6:25 p.m.	**Welcome and Introductions** *Introduce the evening and the guest speaker*
6:30 p.m.	**Guest Speaker Presents**
6:50 p.m.	**Introduce Speed Networking** *Thank speaker and explain speed networking setup and activity*
6:55 p.m.	**Speed Networking Begins**
7:50 p.m.	**Speed Networking Ends**
7:55 p.m.	**Wrap Up** Thank guests, conduct chance drawing, thank guest speaker
8 p.m.	**Conclusion of Program**

Run of Show Example #2: Table Discussions w/headshots

Timing	Activity
5:45 p.m.	**Doors Open and Guests Arrive** *Registration/Check-In: Distribute Name Tags, handouts, drink tickets, gifts, etc.*
5:45-6:25 p.m.	***Free headshots open (temporarily close at 6:25)***
6 p.m.	**Ice Breaker activity begins**
6:25 p.m.	**Welcome and Introductions** *Introduce the evening and the round table discussions*
6:30 p.m.	**Round Table Discussion part 1** Strategic group seating has been established pre-event. Tables will answer questions and do activities assigned to them.
6:50 p.m.	**Round Table Discussion part 2** *Table members may now randomly choose another table to sit (allow 5 mins for switching) New questions and activities are presented.*
7:15 p.m.	**Conclude round table discussions**
7:20 p.m.	***Free headshots re-open until 7:50***
7:20 p.m.	**Open networking**
8 p.m.	**Wrap Up/ Conclusion of Program** Thank guests, conduct chance drawing, thank guest speaker

Run of Show Example #3: Panelist Q&A

Timing	Activity
5:45 p.m.	**Doors Open and Guests Arrive** *Registration/Check-In: Distribute Name Tags, handouts, drink tickets, gifts, etc*
6 p.m.	**Welcome and Introductions** *Introduce the evening and the panelist of speakers*
6:10 p.m.	**Moderated Q&A** Host asks pre-selected/pre-submitted questions to the panel
6:30 p.m.	**Open Q&A** *Host moderates questions from the audience to the panel*
6:45 p.m.	**Open Networking** Conclude Q&A, thank panelists and open the floor for open networking and/or another networking icebreaker / game.
7:45 p.m.	**Wrap Up** Thank guests, conduct chance drawing, thank panelists
8 p.m.	**Conclusion of Program**

Run of Show Example #4: Open Networking

Timing	Activity
5:45 p.m.	**Doors Open and Guests Arrive** *Registration/Check-In: Distribute Name Tags, handouts, drink tickets, gifts, etc*
6 p.m.	**Welcome and Ice Breaker Activity** *Introduce the evening and explain activity*
6:10 p.m.	**Open Networking** Conclude ice breaker and explain any activities you may have to encourage networking: bingo, question cards, stations, etc.
7:45 p.m.	**Wrap Up** Conduct chance drawing, thank guests
8 p.m.	**Conclusion of Program**