



HYBRID EVENT

TIMELINE

TIME	DESCRIPTION	ACTION ITEMS
6:00	In-person cocktail hour begins.	Playlist for DJ if applicable
6:45	Bring in virtual attendees to welcome them, go through house keeping announcements	Mobile bidding information
7:00	Begin Program	
7:05	Welcome & announcements	Pre-recorded video if applicable
7:10	Special Appeal Video	Special Appeal Video
7:15	Special Appeal Ask	
7:25	Transitional Video - testimonial, awards etc.	Pre-recorded videos if applicable
7:30	Live Auction	Auction item pictures, videos and descriptions
7:45	Closing Remarks/Thank You - Emcee/Auctioneer closes out the night OR show pre-recorded video	Pre-recorded videos if applicable
7:50	Outro music from DJ Roe	