

Running Time Chart
Around the World in 88 Keys

1:30 P.M. Set up Begins/Final Sound Check

2:30 P.M. Reception-Check-in personnel arrive (D.J. Arnold, Thelma Gunter, and Liz Marnul)

3:00 P.M. VIP Party Patron Reception begins

Welcome and Remarks: By whom?

3:08 P.M. Guests mingle, champagne is served, socialization with

Ronnie Kole

Photo ops with R. Kole

Photographer: Sue Matthews

Assistant: dj Arnold

3:35 P.M. Champagne Toast by John Hudson

3:42 P.M. Closure of VIP Party Patron Reception

3:45 P.M. Hors d'oeuvres placed in chafing dishes on tables

Around the world in 88 Keys

4:00 P.M. Event Check-in

4:10 P.M. Welcome, Remarks, and Introduction by John Hudson and Sandy Magyar of celebrity emcee

John Gordon

4:12 P.M. John Gordon kicks off the event, warms up the group,

Acknowledges the sponsors, gives a preview of the Event.

4:15 P.M. John Gordon and John Hudson explain the auction basket

procedure, when bidding closes, and check out for successful bidders

Social time continues, guests place bids, sample hors d'oeuvres, and relax at tables, and order drinks and wine

4:40 P.M. Emcee readies audience for Ronnie Kole's appearance, provides bio info, and segue to Around the World in 88 Keys

4:45 P.M. Concert begins

Mr. Kole plays and entertains until INTERMISSION

Guests mingle during intermission, place final bids on baskets and items.

Before intermission ends, John Gordon announces the closing of bids on the auction baskets.

5:50 P.M. (Live Auction Approx.) John Gordon segues to the Live Auction which will be led by Ronnie Kole

6:15 P.M. Live Auction Wrap up

6:20 Concert continues

6:50 Concert ends

6:51 John Gordon does acknowledgements, thank you(s), directs successful bidders to check out point.

Farewell and appreciation to Ronnie Kole and to our guests

7:00 P.M. Guests depart

Ronnie Kole bio. Material attached for John Gordon

2015 – SWFLSS – Project/Timeline Day of Event Sample