

**Name of Event**  
**Room Name, Building Name**  
**Date**  
**Time**  
**ROLLOUT**

**Platform Party:**

Master of Ceremonies:

Name, Title (MC)  
 Name, Title

**Commented [LM1]:** This is how you will refer to the MC in the rest of the document

**Commented [LM2]:** List names and titles of anyone who has a speaking role or is part of the platform party

Also include the name of the organization for any external participants

9am Team arrives to set up  
 • List all items that you will bring to the event

9:15am Aramark arrives to set up catering

9:45am Photographer arrives

10am Guests arrive

- Registration, no name tags

**Commented [LM3]:** Provide registration, name tag, place card, etc. information here

10:05am Guest of honour arrives at location and is greeted by name

**Commented [LM4]:** If there are any dignitaries/government/VIPs who will be attending, you may want them to be greeted by the host and escorted into the event space

10:15am MC gives traditional land acknowledgement, welcomes guests and introduces first speaker

**Commented [LM5]:** Keep in mind the order of precedence as well as the flow of the event in determining who will speak first – it is usually the host but may be a dignitary

*York University acknowledges its presence on the traditional territory of many Indigenous Nations. The area known as Tkaronto has been care taken by the Anishinabek (a-nish-na-bek) Nation, the Haudenosaunee (ho-dee-no-sho-nee) Confederacy, the Huron-Wendat, and the Métis. It is now home to many Indigenous Peoples. We acknowledge the current treaty holders, the Mississaugas of the Credit First Nation. This territory is subject of the Dish With One Spoon Wampum Belt Covenant, an agreement to peaceably share and care for the Great Lakes region.*

**Commented [LM6]:** The traditional land acknowledgement should be given before any other element

10:17am First speaker gives remarks

- Makes announcement

**Commented [LM7]:** Include significant points that will be addressed by the speaker

10:21am MC thanks first speaker and introduces next speaker to give remarks

**Commented [LM8]:** Always give the speaker's full name and title so that the MC can introduce them properly

10:22am Next speaker gives remarks

10:25am MC thanks speaker, closes and invites platform party to join her for a photo

- Platform party photo

**Commented [LM9]:** Include details that the platform party will need to participate in at the end of the formal remarks including photos, an unveiling, cake cutting, etc.

Reception continues until 11am

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**Contacts**

Name  
Title, Organization  
Phone Number

**Commented [LM10]:** List the name, title, department/organization of each of the people responsible for the coordination of the event along with all suppliers.

This list can be invaluable to you as an event planner on the day-of if you need to reach your suppliers/providers, and also gives your platform party participants your contact information.