WORKING Run of Show as of date

Date

7:30am  **Events Team ON DECK:**

*Names of team*

- Attire is nice Black (can be pants or dress, no jeans and suggest comfortable shoes)

Set-up Registration

- Name badges (add sticker to back indicating Salon dinner theme; add insert behind for speaker times)
- Lanyards & stands
- Extra name badge materials
- Gift bags (completed) – Agenda book, Issues, inserts from sponsors
- Event kit
- Signage – pull-up banners, posters, step & repeat
- Reams of Paper for printer
- Charging station with logo loop

Set-up Speakers Room

- Gift bags
- Issues
- Agenda print out(s)
- Speaker event kit

**AV:** Registration - Printer

Speakers Room - Samsung TV (will stream stage during summit)
8:00am  JW: Directional Signage (provided by Forbes) at base of both stairs

8:30am  Events: Registration in Grand Ballroom Foyer

JW: As RA attendees check sending them up to registration

10:00am  JW: Set-up of Ballroom
  • 66in rounds
  • 9 chairs per round
  • 8ft table in back of room w/1 power strip & mult box (for Press)
  • 4 tall cocktail tables w/2 chairs each (for Charging station & mic runners)

**AV:** Set-up of Ballroom (include a mult box)

2:00pm  **AV:** Set-up in Burnham for reception (include a mult box & Podium w/no mike)

3:00pm  Events: put out issues on tables in Grand Ballroom, Speaker reserved signs, Press reserved signs

**AV:** Tech run thru in Grand Ballroom

JW: Set-up reception in Burnham Ballroom

3:30pm  **Events Assistants ON DECK:**
Will need help with Registration, reception and moving people to buses (more details to follow)

**Names**
  • Attire is nice Black (can be pants or dress, no jeans and suggest comfortable shoes)
Date (evening)

4:00pm  Events: set-up reception in Burnham Ballroom
        - Step & repeat
        - Pull-up banner

4:30pm  **AV:** Screen slide - Forbes Reinventing America
        **AV:** Music

5:00pm  Cocktail Reception *(Burnham Ballroom)*

5:30pm  **AV:** *name, name, name to be mic’d (managed by name of person)*

5:50pm  **VOG:** Ladies & Gentlemen, please make your way to your seats.
        Events: Will usher guests to the seats

5:59pm  **VOG:** Ladies & Gentlemen, please welcome to the stage Mike Perlis, President & Chief Executive Officer, Forbes Media
        **AV:** Screen slide – Welcome – *name*

6:00pm  **Welcome** *(2 Lav’s & Podium)*
        **Mike Perlis,** President & Chief Executive Officer, Forbes Media
        *Mike P – intro’s Steve*

6:05pm  **Steve Forbes,** Chairman & Editor-in-Chief, Forbes Media
        **AV:** Screen slide – Welcome – *Steve Forbes*

6:14pm  **Steve Forbes** intro’s Jan Rivkin
        **AV:** Screen slide – How America Can Compete...
6:15pm  How America Can Compete and Win
Name, title, company
AV: Screen slide – speakers ppt slides
Q&A thru out  (4 handheld)
Name
Name
Name
Name

6:45pm  VOG: Please make your way to bus loading area for the Salon Dinners

6:50pm  Attendees begin boarding buses to Salon Dinners
Guiding to buses:
Name
Name
Name
Name

Each Bus will have a sign that indicates the “Theme”
At Bus checking in:
Theme 1:   name
Theme 2:   name
Theme 3:   name
Theme 4:   name
Theme 5:   name

7:00-7:15pm  5 concurrent salon dinners around the city begin:

Locations
Signature Room
• Theme of Dinner:
• Events team on–site: name
• Name of Hosts: name
• Name of Sponsor Host: name
• Dinner venue provided & hosted by name
• 360 Staff: name, phone number

Art Institute
• Theme of Dinner:
• Events team on–site: name
• Name of Hosts: name
• Name of Sponsor Host: name
• Dinner venue provided & hosted by name
• 360 Staff: name, phone number

7:00pm  Registration closes –everything moved back to production room that cannot be locked in cupboards

9:45pm  Attendees board buses back to JW Marriott
Date
Theme of Morning

*Floor Moderators of the day: Rich Karlgaard, Publisher, Forbes Media
  Bruce Upbin, Managing Editor, Forbes Media

5:40am  SQUAWK BOX interview: name, title, company

5:30am  Events Team ON DECK: Set-up Registration

  Walkie Talkies:
  1) name - Registration
  2) name - Registration FOH
  3) name – Speaker Green room
  4) name – Speaker Green room
  5) name – Sponsors
  6) name
  7) name – Execution of Program
  8) name
  9) name
  10) name
  11) name
  12) name

6:10am  SQUAWK BOX interview: name, title, company
6:30am  AV: Final check for morning  
AV: Screen Slide – RA Logo Slide w/sponsors logos  
AV: Music  
  
Stage: set w/podium with 4 waters, 2 chairs, 1 table w/4 bottles of water  
Table of water w/extra chairs & tables behind curtain or in corner

6:40am  SQUAWK BOX interview: name, title, company

6:45am  Registration opens  
JW: Buffet breakfast opens  
Events Team Assist ON DECK: name, name, name, name

7:00am  Registration/Breakfast (Grand Ballroom Foyer)  
Grand Ballroom doors Open

7:10am  SQUAWK BOX interview: name, title, company
-7:25am

7:20am  Speaker Room to be mic’d: name, name

7:30am  SQUAWK BOX interview: name, title, company

7:40am  Events: Usher guests into room

7:45am  VOG: Good Morning Ladies & Gentleman, Welcome to Forbes Reinventing America Summit, please take your seats

7:48am  AV: Video rolls

7:50am  VOG: Please welcome to the stage, Steve Forbes, Chairman & Editor-in-Chief, Forbes Media  
AV: Screen Slide – Intro & Overview

7:50am  Introduction and Overview (Grand Ballroom)  

Steve Forbes, Chairman & Editor-in-Chief, Forbes Media  
(Lav at Podium)
7:59am  **Steve** intro’s Mayor  
**AV: Screen Slide – Chicago: A City of Industry**

8:00am  **Chicago: A City of Industry**  (2 lav’s)  
Interviewer: **Steve Forbes**, Chairman & Editor-in-Chief, Forbes Media

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<tr>
<th>Time</th>
<th>Event</th>
<th>Notes</th>
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| 8:00am| **Mic runners for the day:**  
Name  
Name  
Name  
Name  
Name  
Name  |                                                             |
| 8:00am| **Speaker Room to be mic’d:** name  
**Speaker Room:** name (not to be mic’d will use podium mic)  
8:30am name leaves the stage and makes way to green room escorted by speaker events person - name |
| 8:30am| **Steve Forbes:** Please welcome to the stage name, title, company  
**AV: Screen Slide – The Promise of Amer Innovation Intro –**  
8:30am name intro’s name (podium)  
8:35am The Promise of American Innovation:  (2 lav’s)  
Interviewer: **Steve Forbes**, Chairman & Editor-in-Chief, Forbes Media  
8:33am name enters stage  
**AV: Screen Slide – The Promise of Amer Innovation ...** |
| 8:40am| **Speaker Room to be mic’d:** name, name, name |
| 9:10am| Speaker(s) leave the stage, makes way to green room escorted by speaker events person - name |