

NO STRESS ZONE ENTERTAINMENT

CORPORATE EVENT OPERATOR RESOURCE

PROCESS TOOL

Corporate Event Run of Show Template

Production ready timeline with music and transition cues built in

PAGES

10

COMPLETE IN

25 MIN

nostresszoneent.com

Built by DJ Reese | Corporate Event Operator

How to Use

This template is a production ready run of show scaffold used at Fortune 500 corporate events. Fill in program times, add music cues per transition, hand it to the operator and emcee 2 weeks pre show day for rehearsal.

Symbols used

- BPM = beats per minute (music tempo)
- Volume = percentage of max PA output
- Fade = gradual volume down over 5 to 15 seconds
- Hard cut = instant transition (0 seconds)
- Emcee cue = when microphone activates for host

Event Overview

EVENT NAME

DATE

VENUE

DOORS OPEN TIME

PROGRAM START

PROGRAM END

OPERATOR NAME

EMCEE NAME

Master Timeline

One row per program block. Fill in actual times and music cues.

BLOCK	TIME	BPM	VOL	SELECTION	EMCEE	TRANSITION
DOORS OPEN	30 min pre	90-110	40%	Neutral	No	Fade at countdown
GEN SESSION	Start	120-140	80%	Brand anthem	Welcome	Hard cut at zero
CEO KEYNOTE		130+	90%	CEO choice	Intro	Fade at podium
Q AND A		SILENT	0%	None	Yes	No music
COFFEE BREAK 1		100-115	40%	Mid tempo	No	5 min countdown
BREAKOUT		SILENT	0%	None	Yes	Music between
LUNCH		80-100	30%	Background	No	15 min countdown
POST LUNCH		Build 100-130	60-80 %	Build track	Yes	Hard cut
PANEL		SILENT	0%	None	Yes	15s walk on
AWARDS		Custom	80-100%	Per category	Yes	Hold applause
RECEPTION		Build 100-125	60-75 %	Escalating	30 min in	Wind down 15
CLOSING		110	65%	Signature	Thank you	Fade silence

Transition Cheat Sheet

Session to break

Emcee says "See you back in X minutes." Operator fades in mid tempo music (100 to 115 BPM) at 40% volume within 10 seconds. Music plays through break.

Break to session

Operator plays 5 minute countdown track. At T minus 60 seconds tempo builds. At T minus 15 seconds hard build to peak. At T zero hard cut to session opener.

Speaker walk on

Emcee intros speaker. Operator triggers walk on track at cue. Music holds 15 seconds at 90%. Speaker reaches podium. Fade to zero over 3 seconds.

Awards ceremony

Emcee announces category. Operator triggers pre approved category walk on track. Winner walks. Music holds through applause. Fade at emcee cue.

Emcee Coordination Sheet

Fill in one row per emcee moment. Share with operator 48 hours pre show.

TIME	EMCEE ACTION	OPERATOR CUE

Music Selection Guardrails

PREFERRED GENRES AND VIBES

NEVER PLAY (explicit, competitors, controversies)

AUDIENCE DNA (age, tenure, industry, cultural mix)

COMPLIANCE OR LEGAL FLAGS

Rehearsal Checklist

Complete 48 to 72 hours before doors open.

- ☐ Load in gear and set up primary and backup rigs.
- ☐ Sound check with venue AV team present.
- ☐ Test all mic feeds with emcee present.
- ☐ Walk through every scored transition on the master timeline.
- ☐ Coordinate speaker walk on cues with emcee.
- ☐ Test video playback audio bed routing.
- ☐ Confirm lighting cue triggers with lighting team.
- ☐ Test emergency backup power switch.
- ☐ Confirm headset communication with all vendor leads.
- ☐ Do full run through of opening 10 minutes at showtime tempo.
- ☐ Take photos of gear placement for load in reference.
- ☐ Confirm strike time and load out order.

Contingency Plans

If primary laptop fails

Backup laptop pre loaded with same set. Physical XLR patched to same channel. Switchover time under 15 seconds.

If mic fails during emcee moment

Second wireless handheld staged at operator position. Operator hands off within 10 seconds. Backup wired mic at podium as secondary fallback.

If venue power fails

Battery powered PA system on standby for opening moments. Coordinate with venue for backup circuit within 5 minutes.

If speaker runs long

Operator monitors program time versus scheduled. At T plus 10 minutes over, trigger subtle music underscore to signal wind down. Emcee coordinates walk off.

Post Show Notes

WHAT WORKED

WHAT DID NOT WORK

CHANGES FOR NEXT EVENT

Need help building your run of show live? Visit nostresszoneent.com to schedule a discovery call.