

1. Livestream / Webinar Run-of-Show Template

	Time	Segment	Action	Video	Audio	Lighting	Responsible	Notes
001	13:00	Setup	Technical setup completed	Cameras ready	Soundcheck	Lighting test	Technical Team	Final system check
002	13:15	Speaker Briefing	Presenter briefing	Confidence monitor active	Headset test	Presentation lighting	Producer	Review last-minute changes
003	13:30	Technical Rehearsal	Full run-through	Presentation test	Audio test	Scene test	Director	Verify timing
004	13:55	Pre-Show	Welcome screen	Holding slide	Background music	Ambient lighting	Director	Audience joining
005	14:00	Countdown	Start countdown	Countdown video	Music fade-out	Show lighting	Director	5-minute countdown
006	14:05	Opening	Moderator welcome	Camera 1	Moderator microphone	Moderator key light	Director	Event introduction
007	14:10	CEO Keynote	Start presentation	PPT + Camera 1	CEO lavalier mic	Speaker lighting	Presentation Operator	Follow presentation slides
008	14:25	Corporate Video	Play video	Video 01	Embedded audio	Dimmed lighting	Video Operator	Monitor audio levels
009	14:30	Panel Discussion	Panel begins	Cameras 1–2–3	4 microphones active	Panel lighting setup	Director	Alternate close-up shots
010	14:50	Poll	Launch audience poll	Poll graphic	Moderator	Panel lighting setup	Moderator	Display results
011	14:55	Q&A Session	Audience questions	Split-screen layout	Moderator + panel	Panel lighting setup	Moderator	Monitor chat and questions
012	15:10	Closing Remarks	Thank-you message	Camera 1	Moderator	Moderator key light	Director	Display call-to-action
013	15:15	End Screen	End livestream	End screen	Music	Ambient lighting	Director	Save VOD recording

[Rundown template]

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Change history

Date	Version	Created by	Description of change
3/6/2026	1.0	Kim Cools	Creation

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