

Updated 17/05/2024

Banyule National Volunteer Week Celebration

The Great Hall, The Centre Ivanhoe Wednesday 22nd May 2024, 6pm to 10pm

Theme for 2024- Something for Everyone -Draft Running sheet

Time	Time allocated	Activity	Who	Notes	Photographer notes
5.00 onwards		Entertainment arrives. Photographer arrives.	Monica Dullard, Jordan and Luke Experience, Heidelberg Choral Society. Fresh Photography		
5.00 - 5.30	30 mins	Sound check	Monaco Sound Monica, choir and band		Photos of room setup prior to guests arriving
5.40		Front Gold doors open	Mayor/Crs.	Mayor/Cr's greet guests as they enter foyer	Photos of Mayor/Crs greeting guests.
5.40 onwards	10 mins	Tickets scanned in foyer on entry. Guests mingle in foyer.	Managers	Use Trybooking app. on phone to register guests	Guests mingling – group shots etc
5.50 – 6.05	15 mins	Great Hall doors open. Ushers seat guests Background music	Function staff Staff Monaco Sound.	Function staff to advise once room is ready.	Photo of artists on stage
6.05 - 6.15	10 mins	Welcome by MC, MC introduces Mayor.	MC	Housekeeping Introduction	Photos of MC Mayor and Uncle Charles
6.05		Mayoral speech	Mayor		
6.10		Mayor introduces Uncle Charles Acknowledgement of country	Uncle Charles		
6.15		Lucky plate prize	MC and Mayor	Table centre is the prize	

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6.15 - 7.05	50 mins	Entrée served. Background music	Function staff Monaco Sound	Need 50 mins to serve & clear all guests or 25 to clear if entrée on table as guests arrive.	Start taking photos of groups of guests at tables (get them all standing at one edge of table)
6.45 – 7.05	20 mins	MC introduces choir. Choir performs. MC thanks choir	MC Heidelberg Choral Society	Choir perform in balconies/on stage?	Photos of choir
7.05 – 7.20 7.10pm 7.15pm	15 mins	MC introduces Citizen of the Year Citizen of the Year speech MC introduces Volunteer Video Prize draw	MC Michelle Giovas. Monaco Sound MC & Councillors	5 mins 5 mins Groups represented at function are entered into prize draw.	Photo of Michelle Photos of prize recipients
7.20 - 8.05	60 mins	Main course served. Background music	Function staff Monaco Sound	Service to start at conclusion of video. Need 60 mins to serve & clear all guests.	
8.20 – 8.40	20 mins	Comedy spot	MC		Photo of MC performing
8.20 – 8.55	30 mins	Dessert, tea, and coffee served.	Function staff	Need 30 mins to serve all guests	
8.40 – 9.50	70 mins	MC introduces band.	MC Luke ad Jordan Experience (Band)		
9.50 - 9.55	5 mins	Opportunity for photos with Cr's	Photographer		Photos taken on floor and in alcove

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		Background music	Monaco Sound		
9.55		Mayor closes event. Thanks to entertainers.	Mayor	Guests depart. Recycle name tags- box in foyer.	
10.00		Venue closed			

Key

Food service	Formalities	MC	Entertainment
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