

CHRISTIAN MICKELSEN'S

CLIENT-GETTING VIRTUAL EVENTS

EVENT FLOW SCHEDULING SAMPLE

On your event flow document, include everything – the timing, the time zones, the links to the documents or music you need, reminders, content notes, and more.

This literally has the flow for the entire day (or 1 for each day if there are multiple days in your event.)

This is the format we use when we have people assisting in a different time zone.

Note: Color codes can be used for different roles and different types of segments (e.g. dance break, or reminders, etc.)

Name of Event, Date

Date, time, time zone, start time for team, start time for event				
Time zone 1	Time zone 2	Length of segment in minutes	Section Title (Reminders)	Learning Notes / Resources

Be sure to create a checklist of everything to double-check before you go live. (You'll see the things we check on the next page.)

If you have multiple people working on or accessing the document, I recommend you have a shared document (e.g. in Google Docs).

Insert date and timing 12pm – 10pm (specific time zone) (8am-6pm PST)				
time zone 1	time zone 2	Length:	[Insert Overview of Segment Names for the Day Here]	Content notes
11:00 AM	7:00 AM	15 min	Team Opens Main Zoom Line: LINK	
11:15 AM	7:15 AM	30 min	Test all systems, especially all tech - Mic - Lights - AV - Clothing check - Drinks - PPT - Background - Personal reminders/notes - This is just an partial list of some of the things you'll want to think about and check before you get started.	
11:45 AM	7:45 AM	15 min	Starting Soon Slides [insert URL here]	
12:00 PM	8:00 AM	--	Open doors! [AV: Stop and start Recording]	
			[AV Play: [link to music playlist]	
			[Include a group energize here]	
12:00 PM	8:00 AM	15 min	Welcome! Set expectations and flow for day	
			Reminders: Include any reminders, perhaps around recording, or breaks or whatever is important to your event.	
12:15 PM	8:15 AM	90 min	Content: [Insert Your Content Segment Name Here]	
1:45 PM	9:45 AM	30min	Activity [Insert an activity to allow people to practice and learn more]	
			[Insert a group energizer here]	
2:15 PM	10:15 AM	90 min	Content: [Insert Your Content Segment Name Here]	
			Activity: [Insert an activity to allow people to practice and learn more]	
			[Insert something fun here to enliven and engage]	
3:45 PM	11:45 AM	60min	Content:[Insert Your Content Segment Name Here]	
4:45 PM	12:45 PM	30min	[LUNCH BREAK] // [AV: Stop and start Recording]	
			[Insert a group energizer here]	
5:15 PM	1:15 PM	45 min	Welcome back and recap	
			Content: [Insert Your Content Segment Name Here]	
6:00 PM	2:00 PM	15 min	Activity [Insert an activity to allow people to practice and learn more]	
6:15 PM	2:15 PM	60 min	Content: [Insert Your Content Segment Name Here]	
7:15 PM	3:15 PM	30 min	Activity [Insert an activity to allow people to practice and learn more] [Remember to include any technical notes for A/V]	
7:45 PM	3:45 PM	60 min	Content: [Insert Your Content Segment Name Here]	
8:45 PM	4:45 PM	15 min	Q&A or Recap, Final Reminders Tease Tomorrow: How to fill your event and high-end masterminds/programs Reminders: Get good rest tonight, take care of yourself, review material, etc.	
9:00 PM	5:00 PM	60min	Breakthrough Session #2) Topic: Share your 8 Elements [AV Put up Instructional Slide: insert link]	
			Music is a good way to end your event: [AV Play Song: insert link to song]	
10:00 PM	6:00 PM	--	**End Main Session**	
10:00 PM	6:00 PM	15-30 min	Team debrief.	