

Sizzabo

TEMPLATE | 2025

Layered Run-of-Show Template

Enterprise run-of-show • Three-layer operational structure



Event information

ROS TEMPLATE

Event name:	
Event date:	
Event director:	
Show caller:	
AV lead:	
Version:	

Color coding legend



Keynote/main sessions



Buffer time



Breaks/networking



Contingency plans



High risk moments



Medium risk

Layer 1:

Experience flow (attendee-facing)

ROS TEMPLATE
EXAMPLE

This layer represents what attendees experience - the visible schedule, session flow, and major transitions. Share with sales, speakers, sponsors, and external stakeholders.

Start time	End time	Session/block	Location	Session owner	Audience	Buffer notes
7:30 AM	8:30 AM	Registration & continental breakfast	Main foyer	Registration team	All attendees	15 min buffer built in
8:30 AM	9:00 AM	Welcome & opening remarks	Main stage	Event director	All Attendees	5 min buffer for AV check
9:00 AM	9:45 AM	Keynote: "Future of Innovation"	Main stage	CEO - TechCorp	All attendees	10 min Q&A buffer
9:45 AM	10:00 AM	Transition buffer	All venues	Floor managers	All attendees	Room reset + attendee movement
10:00 AM	10:45 AM	Breakout session track A	Room A	VP engineering	Technical track	5 min setup buffer
10:00 AM	10:45 AM	Breakout session track B	Room B	Head of marketing	Business track	5 min setup buffer
10:45 AM	11:15 AM	Networking break + sponsor showcase	Main foyer	Sponsor relations	All attendees	Built-in mingling time
11:15 AM	12:00 PM	Panel: "Industry Leaders Roundtable"	Main stage	Moderator + 4 panelists	All attendees	10 min moderated Q&A
12:00 PM	1:00 PM	Lunch & VIP reception	Dining hall + VIP room	Catering + VIP relations	All + VIP separate	Staggered service times

Layer 1:

Notes

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- This schedule is shareable with sponsors, speakers, and sales teams
- Buffer times are built in but not visible to attendees
- All session owners must confirm attendance 48 hours before event
- VIP attendees have separate check-in and dining areas



Layer 2:

ROS TEMPLATE
EXAMPLE

Execution map (Internal team coordination)

This layer represents what attendees experience - the visible schedule, session flow, and major transitions. Share with sales, speakers, sponsors, and external stakeholders.

Start time	Technical cues & production details	Responsible role	Audience	Equipment/set up
7:15 AM	Registration desk setup complete Check-in system live Badge printing test	Registration lead	6 check-in stations, badge printers	Channel 1
8:25 AM	House lights dim 50% Walk-on music fade up Presenter mic check Slides cued to slide 1	AV lead	Main stage lighting, audio, projection	Channel 2
8:30 AM	Event director enters stage left Spotlight on podium Mic live Recording start	Stage manager	Wireless presenter mic, stage left stairs	Channel 2
8:58 AM	CEO in Green Room 1 Mic check complete Slides advanced to title Stream go-live	Show caller	Green Room 1, wireless lapel mic	Channel 2
9:00 AM	CEO enters stage right Follow spot on Audience mic levels up Live stream confirm	AV Lead + stream tech	Follow spot, audience mics, streaming encoder	Channel 2 + stream
9:40 AM	Q&A transition Audience mics live Moderator joins on stage 5 min warning to CEO	Stage manager	2x audience roving mics, moderator headset	Channel 2
9:45 AM	Applause track CEO exit stage left Room A/B setup confirmation Signage activation	Floor manager A/B	Digital signage system, room A/B AV check	Channel 3

Layer 2:

ROS TEMPLATE
EXAMPLE

Execution map (Internal team coordination)

Start time	Technical cues & production details	Responsible role	Audience	Equipment/set up
9:55 AM	Breakout speakers in position Room A/B mics live Attendance count to control	Room managers	Room A: wireless headset, Room B: lapel mic	Channel 3
10:00 AM	Breakout sessions begin Recording start both rooms Track attendance	AV tech A/B	Local recording systems, attendance apps	Channel 3
10:43 AM	2 min warning both rooms Sponsor booth activation Coffee station ready	Floor managers	Sponsor displays, catering stations	Channel 1
11:10 AM	5 min warning to main stage Panel mics check (5 total) Main lighting preset	AV lead	5x wireless mics, main stage lighting	Channel 2
11:15 AM	Panel begins All panelist mics live Moderator center stage Q&A mics ready	Stage manager	Panel setup, 5 wireless mics, Q&A stations	Channel 2

Notes

- All cue sequences must have a responsible role assigned
- Communication channels: Channel 1 (Logistics), Channel 2 (Stage/AV), Channel 3 (Breakouts), Stream (Broadcast)
- High-risk moments flagged in red require show caller confirmation
- All presenters must complete tech rehearsal 24 hours prior

Layer 3:

Contingency grid (what-if fallbacks)

ROS TEMPLATE
EXAMPLE

This layer contains fallback plans and emergency procedures. Visible only to senior operations leads, show callers, and control room. Not for general distribution.

Start time	Risk scenario	Fallback action	Decision maker	Backup resources	Plan
8:30-9:00 AM	Event director delayed/no-show	VP Marketing delivers welcome remarks using backup script	Show caller	VP Marketing (on-site), backup script in Green Room 2	Text update to leadership team, no public announcement
9:00-9:45 AM	Keynote speaker late (15+ min)	Move panel discussion to 9:00 AM, keynote to 11:15 AM slot	Event director	Panel already on-site, main stage stays active	Announcement to audience, update mobile app
9:00-9:45 AM	Live stream failure	Switch to backup encoder, delay stream 5 min, post holding slide	Stream tech lead	Backup encoder (pre-tested), backup internet connection	Social media update, virtual attendee notification
9:00-9:45 AM	Main stage AV failure	Move keynote to Room A (largest breakout), stream from there	AV lead	Room A has backup AV setup, mobile stream kit	Floor managers redirect attendees, 5 min announcement
10:00-10:45 AM	Breakout speaker no-show	Convert to audience discussion, session owner moderates	Floor manager	Discussion guide (pre-prepared), flip chart	Room announcement only, offer session recording later
11:15 AM-12:00 PM	Panelist no-show (1 of 4)	Continue with 3 panelists, extend Q&A time	Moderator	Extended question list, backup topics	Brief moderator script adjustment, no public announcement

Layer 3:

Contingency grid (what-if fallbacks)

This layer contains fallback plans and emergency procedures. Visible only to senior operations leads, show callers, and control room. Not for general distribution.

Start time	Risk scenario	Fallback action	Decision maker	Backup resources	Plan
All Day	VIP guest security concern	Activate VIP security protocol, reroute to Green Room 3	Security lead	Green Room 3 (secure location), private entrance	Security team only, escort protocols active
All Day	Fire alarm/evacuation	Follow building evacuation plan, muster point: North parking lot	Event director + Security	Evacuation maps posted, designated fire wardens	PA system, floor managers at exits, emergency services
All Day	Power outage	Generator backup (30 min), cancel/postpone if longer	Facility manager	Building generator, emergency lighting	PA announcement, mobile app update, social media

Notes

- **CONFIDENTIAL:** This layer is restricted to senior operations staff only
- All fallback actions must be pre-approved by Event Director
- Test all backup systems during tech rehearsal
- Emergency contacts and backup resources confirmed 48 hours prior
- Each contingency plan has been tested in previous events

Control room information

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Control room location:	
Show caller primary:	
Show caller backup:	
Emergency contact:	
Venue emergency:	
Last updated:	