

MASTER ANNUAL BREAKFAST SCRIPT

Time (AM)	Agenda Item	Facilitator	Display Screens	Duration	Notes
6:55	<i>(Staff should be in their event positions at this time.)</i>				
7:00	Doors Open		Event Title Slide	30:00	
7:30	Breakfast Service Begins <i>(Sharon begins her audio cues)</i>		Event Title Slide	30:00	DJ plays music
7:59	<i>(Notify Pastor Braxton to stand near the stage-right. Confirm he's in position before Sharon introduces him.)</i>				
8:00	Invocation <i>(Sharon to introduce)</i>	Leslie Braxton	Invocation Slide/ Live Feed	5:00	Enter/Exit stage right
<i>(Videos should play back-to-back with no transition in-between.)</i>					
8:05	Little Marc's Song		Video	0:30	
8:06	Programs & Services Highlights		Video	2:00	
8:09	<i>(Have Gina in position near the stage before Sharon introduces her. Sharon should start as soon as the last video is over.)</i>				
8:10	Welcome <i>(Sharon to introduce)</i>	Gina Hall	Gina's Slide 0:30/ Alternate Live Feed	5:00	Enter/Exit stage right
8:14	<i>(Have Michelle in place before Sharon introduces her.)</i>				Get the table ready with awards set up to be brought on stage.
8:15	Remarks & Acknowledgements <i>(Gina to introduce)</i>	Michelle Merriweather	Michelle's Slide 0:30/ Alternate Live Feed	10:00	Enter/Exit stage right
8:25	Honoring Linda Taylor <i>(Michelle does brief intro; then Ms. Taylor's</i>	Michelle Merriweather	Video, then Live Feed	5:00 <i>(video = 2:00)</i>	Have a runner bring the flowers and

	<i>video plays; after video Ms. Taylor comes to get award)</i>				award up on stage.
8:30	Award Honorees <i>(Michelle does brief intro about awards; honoree video plays; Honorees come to get awards)</i>	Michelle Merriweather	Video, then Live Feed	5:00 (video = 1:30)	Awards on stage
	<i>(Have the poem ready to play as soon as Michelle steps off stage – no transition.)</i>				
8:35	Sharon’s Poem		Video	1:30	
8:36	<i>(Have Carmen in place before Sharon introduces her.)</i>				
8:37	Formal Ask <i>(Sharon to introduce)</i>	Carmen Best	Carmen’s slide 0:30; Greater Giving Display Board for remainder	5:00	Goal meter should be showing
8:41	<i>(Have Catherine in place before Sharon introduces her.)</i>				
8:42	<i>(Podium should be removed from stage before Catherine comes up; Magic’s notes should be loaded on speaker screen.)</i>				
8:42	Special Guest Intro <i>(Sharon to introduce)</i>	Catherine Buell	Event Title Slide 0:30; Alternate Live Feed	3:00	
8:45	Special Guest	Magic Johnson	Magic’s Slide 0:30; then Alternate w/ Live Feed	20:00	By 9:00 Staff should be in their post-event positions.
9:00	<i>(Staff should be in their post-event positions.)</i>				
9:05	Wrap-Up & Thank You <i>(No intro needed; tell guests to take flowers)</i>	Michelle Merriweather	Event Title Slide	3:00	
9:08	Program Ends				

