



February 13, 2020 | Tailgate begins at 5:30 pm | Program begins at 6:00 pm

Live or Recorded	Start Time	End Time	Time Allotted	Action	Responsible
	5:30pm			Log in open; transfer host to Producer	Jenn
				Upbeat music playing in background w/ PowerPoint running in loop to include sponsor thanks, live auction info, silent auction info, tech support info, etc.	Pre-recorded music track from Alan PPT loop from Jenn
				Aaron makes small talk w/guests as they enter while Anna and Val use Zoom chat to greet guests and chat them up	
	5:50pm			Anna and Val switch to chatting silly questions in Zoom to engage guests (and test their ability to use chat - this is in preparation for the fund a need and the live auction where we'll use the chat to capture bids and create a fun, interactive evening w/ guests)	1. What is the little piece at the end of a shoelace called? (Aglet) 2. How many countries does Lynda Spann hold citizenship for? (3)
	5:55pm			Countdown clock begins Tailgate Game times on Split Screen	
				Phil, Anna and Val continue to build excitement for launch	
Live	5:59:30			Let's get this party started...	DJ Smooth Quon
Live	6:00	6:00:45	0:00:45	Welcome and intro of President	The Voice, emcee
Recorded	6:00:45	6:02:15	0:01:30	President's message & introductions	Producer
Live	6:02:15	6:03:30	0:01:15	Overview of the night ahead	Valarie
Recorded	6:03:30	6:04:00	0:00:30	Intro of Materra	Producer
Recorded DONE	6:04:00	6:05:58	0:01:58	Materra Sponsor Video	Producer
Live	6:05:58	6:06:58	0:01:00	Intro of SLP Gov's - start soft appeal	The Voice, emcee
Recorded DONE	6:06:58	6:08:25	0:01:27	SLP Governors Thank You	Producer
Live	6:08:25	6:09:25	0:01:00	Intro of sponsor videos	Mark Waronek
Recorded DONE	6:09:25	6:11:08	0:01:43	Tailgate Sponsor (Olmstead)	Producer

Live	6:11:08	6:11:38	0:00:30	Intro of Lynda/Shirley re silent auction	The Voice, emcee
Live	6:11:38	6:12:38	0:01:00	Silent auction overview...As Dick said, bid high, bid often and bid freely! ...auction closes at midnight on Monday	Lynda and Shirley (in studio?)
Recorded	6:12:38	6:14:08	0:01:30	Tailgate Sponsor (SoCalGas)	Producer
Live	6:14:08	6:15:08	0:01:00	Intro of Monterey Youth Choral Group - soft appeal continues	The Voice, emcee
Recorded	6:15:08	6:19:08	0:04:00	Monterey Youth Choral Group	Producer
Recorded DONE	6:19:08	6:21:17	0:02:09	Tailgate Sponsor (Kiwanis Literacy Club-Fdn)	Producer
Recorded	6:21:17	6:22:47	0:01:30	Tailgate Sponsor (Marathon)	Producer
Live	6:22:47	6:23:47	0:01:00	Intro of former SLP students	The Voice, emcee
Recorded	6:23:47	6:25:47	0:02:00	Anna Hernandez	Producer
Recorded DONE	6:25:47	6:27:34	0:01:47	Joe Lee	Producer
Recorded	6:27:34	6:30:34	0:03:00	Christina Remson	Producer
Live	6:30:34	6:32:34	0:02:00	The Ask	The Voice, emcee
Live	6:32:34	6:33:34	0:01:00	Intro of Burbank Singing Star Winner – soft appeal continues	The Voice, emcee
Recorded DONE	6:33:34	6:37:43	0:04:09	Burbank Singing Star Winner	Producer
Recorded	6:37:43	6:39:13	0:01:30	Tailgate Sponsor (BB&K)	Producer
Live	6:39:13	6:40:28	0:01:15	7 th Inning Stretch (YouTube video?) https://youtu.be/vxyMsHnlHs	The Voice, emcee
Live	6:40:28	6:41:58	0:01:30	"Welcome back" 2nd Ask leads into final silent auction reminder	The Voice, Lynda and Shirley
Recorded	6:41:58	6:43:28	0:01:30	Tailgate Sponsor (KC Carson)	Producer
Recorded	6:43:28	6:44:58	0:01:30	Tailgate Sponsor (Gray)	Producer
Live	6:44:58	6:45:28	0:00:30	Intro of Cesar, Auctioneer	The Voice, emcee
Live	6:45:28	7:00:28	0:15:00	Live Auction	Cesar Milch, Auctioneer (back up Mark W. or Shirley)
Live	7:00:28	7:01:13	0:00:45	Closing remarks & Thank Yous	Craig Wallace
Live	7:01:13	7:04:36	0:03:23	Sweet Caroline	Group sing along with House Band
	7:04:36			Done. Open Mike	
	7:00 PM			Bonus Concert with dance music. Band will continue to request donations and address will be on the screen	Valarie BK (backup plan is a prerecorded session if there are glitches with the live broadcast)
	7:30 PM			Screen goes dark....that's all folks	

Tailgate Run Time: 1:04:36

Sponsor Videos:

Will a video be provided?

Received?

Gray	Yes	No
Olmstead	Yes	Yes
SoCalGas		No
Literacy Club-Fdn	Yes	No
Marathon Petroleum		No
Best Best & Kreiger LLP		No
Gonzalez Strategic Affairs	No	n/a
Kiwanis Club of Carson		No
Schneeberger	No	n/a

DRAFT