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Event Playbook

Virtual Alumni Association Events

You have in your hands the proven keys to simplify and improve your virtual alumni association events, whether you're an Associate Director, Events Coordinator, or an Alumni.

With this playbook, you'll create alumni events that keep your community vibrant, connected, and enthusiastic to donate. Your event will:

- Authentically connect alumni over entertaining activities.
- Provide up-to-the-minute insider career advice in panel discussions.
- Create opportunities for those highly-valued spontaneous conversations.

You're about to discover Remo's full potential to let you deliver engaging experiences easily. Specifically, you're going to master the Run of Show feature, which will help you stay organized and focused on ensuring your event runs without glitches or hiccups.

Run of Show

The Run of Show is a behind-the-scenes tool that can help you track your agenda, event actions to be taken, and who's responsible [Person In Charge or PIC].

Copy the sample Run of Show below to build one for your own event.

Of course, you'll want to customize the Run of Show for your event. As you do, keep in mind the key elements of a virtual alumni event:

- **Entertaining Activities** – Spark new connections and bonds between your members with activities such as a trivia quiz, a movie night, or classic virtual games.
- **Panel Discussions** – Experts and audiences can seamlessly exchange ideas, advice, and questions on trending career topics.
- **Interactive Networking** – This is the most valuable part of the event – small group collaborative chats, discussions, and spontaneous hallway conversations.

Sample Run of Show

Time	Agenda Item	Action Note	Action	Remark
6:00 pm	Mingle	PIC sends welcome message for guests	Send Announcement	SAMPLE ANNOUNCEMENT: “Welcome to the [Title of Event]! We’re very excited to see so many of our wonderful alumni here today!”
6:05 pm	Mingle	PIC welcomes guests & announces the switch to presentation mode	Send Announcement	SAMPLE ANNOUNCEMENT: “Welcome to the [Title of Event]! We’re very excited to see so many alumni here today! We will be starting in just a few minutes, so in the meantime, feel free to network with the other guests here today.
6:08 pm	Mingle	PIC announces switch to presentation mode	Send Announcement	SAMPLE ANNOUNCEMENT: “We’ll be starting in 2 minutes!”
6:10 pm	Welcome by host & give an overview of the event	PIC turns on presentation mode	Start Presentation*	*Make sure to choose the “Start in 30 Seconds” option, so guests get a few seconds to wrap up conversations
6:30 pm	Networking @ Tables	PIC turns off presentation mode	Stop Presentation	
6:58 pm	Networking @ Tables	PIC announces switch to presentation mode	Send Announcement	SAMPLE ANNOUNCEMENT: “We’ll begin our next presentation in 2 minutes, where we’ll take you through the rules for our first activity.
7:00 pm	Overview of Activity #1 by host	PIC turns on presentation mode	Start Presentation*	*Make sure to choose the “Start in 30 Seconds” option, so guests get a few seconds to wrap up conversations
7:10 pm	Activity #1 @ Tables	PIC turns off presentation mode	Stop Presentation	
	Activity #1 @ Tables	PIC sets timer	Add Note	SAMPLE ANNOUNCEMENT: “We’ll begin our next presentation in 2 minutes, where we’ll take you through the rules for our first activity.

Sample Run of Show (continued)

Time	Agenda Item	Action Note	Action	Remark
7:55 pm	Activity #1 @ Tables	PIC announces switch to presentation mode	Send Announcement	SAMPLE ANNOUNCEMENT: “Only 5 minutes left!.”
8:00 pm	Panel Discussion #1	PIC turns on presentation	Start Presentation	*Make sure to choose the “Start in 30 Seconds” option, so guests get a few seconds to wrap up conversations
8:30 pm	Networking @ Tables	PIC turns off presentation mode	Stop Presentation	
8:55 pm	Networking @ Tables	PIC announces the ending of the event	Send Announcement	<p>SAMPLE ANNOUNCEMENT: “And with that, we are close to the official end of the event. Thank you very much for coming, and we hope to see you soon.”*</p> <p>*If you have other announcement messages, you can include them here as well.</p>

When ending a Presentation and returning to Conversation mode, make sure to inform your guests about the following:

- What to do during the break.
- How to move around.
- How to check out the whiteboards and resource links.
- When the next Presentation session begins.

Summary

With this easy-to-replicate Run of Show, you're all set for a smooth event.

Through an easy virtual format, you'll be providing valuable professional and social connections, practical career-building advice, and those serendipitous hallway conversations.

Talk with a sales expert for a first-hand look at how Remo by Events.com can help your organization to build great guest experiences.

[Schedule a Personalized Event Consultation](#)

OR

Check out our detailed guide on creating your very own run of show. You'll find out all the tips and best practices that you can use for your events (+ a free downloadable run of show template)

[Explore How to Create a Run of Show](#)