

Here is the running sheet for the LAUNCH

Format

TIME	ACTIVITY	WHO
6.00pm	Launch event committee arrive to set up including Chris Registration table, flyers, lectern, microphone, flags, AV equipment for dvd, balloons, banners, name badges etc	Committee
7.00pm	Guests arrive	Guests
	Music plays 7.00pm – 7.30pm	David Cunningham
7.00pm	Fingerfood & beverages served	Spotless and Jill
7.00pm – 7.30pm	Registrations taken	Committee
7.30pm	MC welcomes guests including official guests MC announces that registration can be taken on night. MC to encourage guests to come to the R&R night – 12 Oct (tickets to be purchased on night). MC to run through running sheet of evening. MC to thank Mercure Hotel for accommodation our guest speaker Kim White.	Roxanne Bennett
7.35pm	MC introduces RFL chair Andy Purdy	Roxanne
7.35pm	Andy introduces RFL dvd	Andy
7.40pm	Andy speaks about RFL and also announces our ambassadors	Andy
7.45pm	Andy introduces patron Dale Jennings	Andy
7.47pm	Dale Jennings to discuss his involvement with Relay for Life	Dale
7.53pm	MC thanks Andy and Dale	Roxanne
7.53pm	MC reminds guests to register and announces that there will be a short break. Reminder about R&R night at Village Cinema.	Roxanne
7.53pm – 8.00pm	Registrations taken	Committee
8.00pm	MC to introduce Deakin University representative Rob Wallis for their contribution	Roxanne
8.00pm	Rob Wallis to speak	Rob Wallis
8.05pm	MC to thank Rob Wallis	Roxanne
8.05pm	MC to introduce guest speaker Kim White	Roxanne
8.05pm	Kim addresses audience	Kim White
8.20pm	MC thanks Kim and introduces 2005 highest fundraiser team member Clare Murphy of Amy's Angels	Roxanne
8.20pm	Clare Murphy speaks	Clare Murphy
8.25pm	MC thanks Clare and introduces David Hill – Cancer Council Victoria to close the evening	Roxanne
8.25pm	David Hill speaks and bids farewell and thanks MC and Relay for Life Geelong ambassador– Roxanne Bennett	David Hill
	Music plays 8.30pm – 8.50pm	David Cunningham
8.30pm – 8.50pm	Registrations taken	Committee
9.00pm	Room tidied and RFL committee depart to The Max for much needed beverage	